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Child Care Payment Program (CCPP) Policy Manual

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MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
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Table of Contents

1.	INTRODUCTION	1
2.	GENERAL.....	1
2.1	LEGAL AUTHORITY	1
2.2	PURPOSE	1
2.3	NON-DISCRIMINATION	2
2.4	GLOSSARY OF TERMS	2
3.	APPLICATIONS PROCEDURES FOR FAMILIES	10
3.1	PARENTAL CHOICE.....	10
3.2	APPLICATION PROCEDURES	10
3.3	APPLICATION PROCEDURES FOR CHILDCARE SLOTS WITH A DECCD- APPROVED SLOT PROVIDER.....	11
3.4	NON-AVAILABILITY OF FUNDS	11
4.	ELIGIBILITY REQUIREMENTS FOR CHILDREN	12
4.1	ELIGIBILITY PRIORITY POPULATIONS	12
4.2	ELIGIBILITY DETERMINATION FOR SERVICES	13
4.3	12-MONTH CCPP ELIGIBILITY PERIOD	18
4.4	REDETERMINATION OF ELIGIBILITY	18
4.5	AREAS WITH HIGH CONCENTRATIONS OF POVERTY	22
5.	CO-PAYMENT FEES	23
5.1	DETERMINING CO-PAYMENT FEES	23
5.2	ASSESSING CO-PAYMENT FEES PER CHILD	23
5.3	NON-PAYMENT OF CO-PAYMENT FEES.....	24
5.4	CO-PAYMENT RECOUPMENT/REPAYMENT	24
5.5	PRORATING CO-PAYMENT FEES	24
6.	INTERRUPTION OF CHILD CARE SERVICES.....	25
6.1	REASONS FOR TERMINATION.....	25
6.2	CHANGE IN PROVIDER.....	25
7.	CHILD CARE CONSUMER EDUCATION	25
7.1	CHILD CARE CONSUMER EDUCATION WEBSITE.....	26
7.2	DEVELOPMENTAL SCREENINGS	27
7.3	INSPECTION REPORTS.....	27
8.	PARENTAL COMPLAINTS AND COMPLAINT INVESTIGATIONS	27

8.1 CHILD CARE FACILITY COMPLAINT HOTLINE	27
8.2 COMPLAINT INVESTIGATIONS	28
9. PROVIDERS	30
9.1 ELIGIBILITY PROCESS FOR CCPP-APPROVED PROVIDERS.....	30
9.2 PROVIDER REGISTRATION.....	32
9.3 BACKGROUND CHECK.....	33
9.4 ORIENTATION TRAINING	34
9.5 PAYMENTS TO PROVIDERS FOR CHILD CARE SERVICES	35
9.5.1 SIGN-IN/OUT SHEETS.....	35
9.5.2 PAYMENT LEDGER PROCESSES.....	35
9.5.3 LEDGER PAYMENTS	35
9.5.4 RATES AND CENTER POLICIES	36
9.5.5 ALLOWABLE LEAVE TIME FOR PARENTS	37
9.5.6 OVER-PAYMENTS AND UNDER-PAYMENTS.....	38
9.5.7 ABSENTEES AND NOTICE.....	39
9.5.8 CHANGES IN TAX IDENTIFICATION.....	39
9.5.9 TAX IDENTIFICATION AND FEDERAL BACKUP WITHHOLDING	39
9.6 PROVIDER REIMBURSEMENT	40
9.7 MONITORING PROCEDURES	40
9.8 EMERGENCY/DISASTER PREPAREDNESS AND RESPONSE.....	49
9.8.1 EMERGENCY/DISASTER PREPAREDNESS AND RESPONSE (EPR) PLAN	49
9.8.2 OTHER URGENT OR EMERGENCY INCIDENTS.....	50
9.8.3 DECCD RESPONSIBILITIES	51
9.9 DEVELOPMENTAL AND BEHAVIORAL SCREENINGS.....	51
9.10 SOCIAL EMOTIONAL BEHAVIORAL HEALTH.....	51
9.11 PROFESSIONAL DEVELOPMENT.....	52
9.11.1 TRAINING REQUIREMENTS FOR CHILD CARE PROVIDERS AND PERSONNEL	52
10. DISPUTES AND ADMINISTRATIVE HEARINGS	55
11. FRAUD AND ABUSE	60
11.1 POLICY STATEMENT	60
11.2 TYPES OF IMPROPER PAYMENTS.....	60
11.3 MDHS DIVISION RESPONSIBILITIES	60
11.4 REFERRALS TO THE MISSISSIPPI STATE DEPARTMENT OF HEALTH	61

11.5 AUDIT FINDINGS	61
11.6 SUBSTANTIATED INTENTIONAL PROGRAM VIOLATIONS	61
11.7 SUSPENSION AND DEBARMENT	62
11.8 RECOUPMENT OF FUNDS	62
11.9 CRIMINAL PROSECUTION	63

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES

Division of Early Childhood Care and Development

CHILD CARE PAYMENT PROGRAM POLICY MANUAL

1. INTRODUCTION

This manual contains the policies, procedures, rules, and responsibilities for the Mississippi Child Care Payment Program (CCPP), administered by the Division of Early Childhood Care and Development (DECCD) in the Mississippi Department of Human Services (MDHS). The CCPP is designed to assist low-income Mississippi families by offering a seamless system of high-quality child care to recipients of Child Care and Development Fund (CCDF) subsidies. The CCDF provides federal funds to subsidize the cost of child care for low-income families who are engaged in work, education, or job training and who have children under the age of 13 or children under age 19 who have special needs. Information contained in this manual is in compliance with the Child Care and Development Block Grant (CCDBG) Act of 2014, CCDF regulations, and the CCDF state plan. The CCDBG is designed to improve the overall quality of child care by defining health and safety standards for child care providers, enhancing the child care workforce, and offering CCDF recipients a choice in affordable child care from all available child care providers who participate in the CCPP. DECCD must assist eligible parent(s) in pursuing child care assistance by providing a list of CCPP-approved providers and access to information on child development while helping parents make informed consumer choices. DECCD also provides assistance and support to child care providers who aspire to offer the best quality child care possible. CCPP-approved providers are responsible for providing early childhood learning in an environment that meets health and safety standards outlined in the CCDBG.

2. GENERAL

This section describes the legal authority of the Mississippi Department of Human Services (MDHS) as the Lead Agency in administering the Child Care Payment Program (CCPP) and the purpose of the CCPP and the Child Care and Development Fund (CCDF). This section includes a list of key terms and their definitions.

2.1 LEGAL AUTHORITY

The Mississippi Department of Human Services (MDHS) and the Division of Early Childhood Care and Development (DECCD) administer the Child Care Payment Program (CCPP) and other programs and services funded by the Child Care and Development Fund (CCDF). The CCDF is authorized by the Child Care and Development Block Grant (CCDBG) Act of 2014, Section 418 of the Social Security Act, and the Personal Responsibility and Work Opportunity Act of 1996 (P.L. 104-193). The CCDF is also authorized by amendments to the CCDBG regulations at 45 CFR 98 and published in the Federal Register, December 24, 2015, at 80 FR 80465.

2.2 PURPOSE

- (1) The purpose of the Child Care Payment Program (CCPP) policy manual is to inform CCPP-approved providers about requirements for protecting and maintaining the health, safety, and well-being of children receiving child care assistance from CCDF subsidies as required by the CCDBG Act of 2014. This manual also intends to inform parents about eligibility requirements and the application process for child care assistance from CCDF subsidies.

- (2) The purpose of the CCPP, administered by the Mississippi Department of Human Services (MDHS), Division of Early Childhood Care and Development (DECCD), is to assist eligible, low-income Mississippi families, while they engage in work, education, or job training via the state's established workforce system, by offering a seamless system of high-quality child care to recipients of CCDF subsidies.
- (3) Per federal regulations §98.1, 80 FR 80562 (December 24, 2015), the purposes of the CCDF are to:
- A. Allow states to develop child care programs and policies that best meet the needs of its children and families;
 - B. Give families a choice in selecting child care services;
 - C. Offer consumer education to increase awareness of child care services and encourage families to become involved in their child's development in child care settings;
 - D. Maximize parents' options and support families seeking independence from public assistance;
 - E. Improve the quality of the state's child care services;
 - F. Improve the child care and development of children receiving CCDF subsidies;
 - G. Increase the share of low-income families and children, such as those served by the Temporary Assistance for Needy Families (TANF) program, Transitional Child Care (TCC) families, or homeless families and children, receiving high-quality child care services.

2.3 NON-DISCRIMINATION

Individuals shall not be discriminated against on the basis of race, color, national origin, religion, sex, age, sexual orientation, gender identity, or disability in the provision of child care services.

2.4 GLOSSARY OF TERMS

ABSENT DAY

Any day during which child care would have been provided to a child, who must be approved and scheduled to be in the care of the provider, if the child had been in attendance.

ADULT

A person who is age eighteen (18) years of age or older.

ATTENDING EDUCATIONAL/JOB TRAINING

Full-time enrollment in an education and/or job training program resulting in a degree or certificate designed to promote job skills and employability. Full-time enrollment is defined by the institutions providing the education and/or job training program.

AUTHORIZED REPRESENTATIVE

An individual who, via written authorization by the parent or legal guardian, may speak or act on the parent's behalf. Written authorization must come to the child care center or DECCD directly from the parent or legal guardian and be maintained in the appropriate file.

BEFORE- AND AFTER-SCHOOL CARE

Child care services for school-age children or those attending other educational programs such as Head Start or public pre-K during the hours before and after the regular school day. The regular school day is defined by the educational program providing the child care services.

CARE GIVER

An individual at least eighteen (18) years of age with at least a high school diploma or equivalent (GED) who provides direct child care, supervision, and guidance to an eligible child.

CATEGORIES OF CARE

Per federal regulations (§ 98.2, 80 FR 80563 (Dec. 24, 2015)), this term refers to center-based child care, family child care, and in-home child care.

CCPP-APPROVED PROVIDER

A licensed or unlicensed child care provider who has been deemed eligible for CCPP reimbursement by DECCD.

CHILD CARE AND DEVELOPMENT FUND (CCDF)

A federally funded program designed to improve the quality of child care and provide access to child care services for eligible low-income families so they can work or attend an education or job training program.

CHILD CARE CERTIFICATE

Issued by DECCD directly to a parent(s) who has been determined eligible for CCDF funds. The certificate may only be used as payment for child care services. A child care certificate is assistance to the parent, not assistance to the provider.

CHILD CARE MONTHLY CO-PAYMENT FEES FOR PARENTS

A system of cost-sharing based on income and size of the family for families who participate in the Child Care Payment Program. Parents are required to pay a monthly co-payment fee to their child care provider of choice as a condition of program participation. Families receiving TANF and homeless families with no countable income are exempt from the co-payment requirement.

CHILD CARE PAYMENT PROGRAM (CCPP)

A program administered by MDHS that provides child care assistance to eligible low-income families.

CHILD CARE SERVICES

Care provided for a fee by a child care provider to an eligible child or children in the parent or guardian's absence.

CHILD CARE SLOT FACILITY

A child care facility in receipt of funds to provide child care services according to the requirements in their subgrant agreement with DECCD.

CHILD CARE SLOT PROVIDER

A child care provider in receipt of funds to provide child care services according to the requirements in their subgrant agreement with DECCD, or an awarded fiscal agent providing child care slot services across other child care programs.

CHILD CARE WEEK

The period of time that child care is provided per week. The child care week may cover up to seven (7) days, as long as the DECCD Weekly Child Care Reimbursement rate is not exceeded and the child does not receive care in excess of 84 hours during a Sunday through Saturday week.

CHILD WITH SPECIAL NEEDS

A child under the age of 19 who meets the Supplement Security Income (SSI) definition of disability by having a medically determinable physical or mental impairment that results in marked and severe functional limitations, that can be expected to result in death, or that has lasted or can be expected to last for a continuous period of not less than twelve (12) months. Documentation of SSI benefits is sufficient to determine priority eligibility for child care. In the absence of SSI benefits, the applicant must submit a statement to DECCD from the child's physician indicating that the child's condition renders them incapable of age-appropriate self-care activities AND requires additional personnel with specialized training to help them function in a child care environment.

CRITICAL VIOLATION

Violation of rule(s) identified by the Mississippi State Department of Health (MSDH) in the *Regulations Governing Licensure of Child Care Facilities* as most critical because non-compliance with those rules poses a threat to the health, safety, or well-being of the children in care and to the operation of the center. A list of these critical violations is available on the DECCD website and the state's child care consumer education website.

DEGREES OF KINDRED ACCORDING TO THE LAW

The first degree of kindred refers to parents and children. The second degree of kindred refers to siblings (brothers and sisters), grandparents, and grandchildren. The third degree of kindred refers to uncles, aunts, nieces, nephews, great-grandparents, and great-grandchildren.

DIRECTOR

Per federal regulations, a person who has primary responsibility for the daily operations management of a child care provider, which may be a family child care home and which may serve children from birth to kindergarten entry and/or school-age children (§ 98.2, 80 FR 80563 (Dec. 24, 2015)).

EARLY CHILDHOOD DEVELOPMENT PROGRAM

A preschool program (ages birth to kindergarten) that provides child care services to eligible low-income parents who are working or enrolled in an educational or job training program.

EDUCATIONAL PROGRAM/JOB TRAINING

A program offering educational or job training content. These programs must be accredited by the State of Mississippi or a national organization.

ELIGIBLE CHILD

A child whose parent(s) or legal guardian(s) meet the eligibility requirements as set forth by the CCDBG Act.

ELIGIBILITY PERIOD

A period of at least twelve (12) months that a family is determined eligible for CCDF child care subsidies.

EMERGENCY PREPAREDNESS

Per the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5195a(a)(1)), all activities and processes designed to prepare for an unsafe event and deal with the immediate emergency conditions created by or associated with the event.

ENGLISH LANGUAGE LEARNER

An individual who is limited English proficient, as defined in Section 637 of the Head Start Act.

EXTENDED DAY CHILD CARE

Before- and after-school care for Early Head Start and Head Start children (birth up to age 5) and school-age children (ages 5-12) who need such care due to the work, education, or job training schedule of their parent(s).

FAMILY

A unit where a child resides with a parent who is related by blood, marriage, adoption, or legal guardianship.

FAMILY CHILD CARE HOME

An occupied residence in which shelter and personal care are regularly provided for five or fewer children who are not related to the provider within the third degree computed according to the civil law, who are less than 13 years of age, and who are provided care for any part of the 24-hour day (Miss. Code § 43-20-53). These homes may voluntarily register with the Mississippi State Department of Health (MSDH) and must be registered with the Division of Early Childhood Care and Development (DECCD) within the Mississippi Department of Human Services (MDHS) to participate in the CCPP.

FAMILY CHILD CARE PROVIDER

One or more individuals who provide child care services for fewer than 24 hours per day per child, as the sole care giver, in their private residence, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training. No parent or guardian receiving assistance from the CCPP may provide care for their own child in this setting.

FAMILY OF ONE

A child receiving child care services based upon his/her income received from SSI, foster board payment, and other sources.

FRAUD

Any instance in which a parent or provider applies for or receives CCDF subsidies by using false statements or any instance in which any person assists a parent or provider to receive such public assistance with knowledge of false statements.

FULL-TIME CHILD CARE

Child care provided for six or more hours of a 24-hour day. Full-time child care should meet the needs and reflect the work, education, or job-training schedule of the parent with a maximum of 30 minutes of travel time each way.

GROSS INCOME

The parent's income before any deductions.

HEALTHY HOMES MISSISSIPPI (HHM)

A home-visiting program offered by MDHS that serves low-income pregnant mothers and families with children younger than three months old. The program is designed to link parents with various community services, child development and nutrition resources, and safety education. Program staff are a source of emotional and practical support for new parents.

HOMELESS CHILDREN

The McKinney-Vento Homeless Education Assistance Improvements Act of 2001 defines homeless children and youth as "individuals who lack a fixed, regular, and adequate nighttime residence."

Examples of homeless children and youth include those who 1) share the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up); 2) live in motels, in hotels, or on camping grounds due to lack of adequate alternative accommodations; 3) live in

emergency or transitional shelters; 4) were abandoned in hospitals; 5) await foster care placement; 6) have a primary nighttime residence that is not ordinarily used as a regular sleeping accommodation for human beings; 7) live in caves, parks, public spaces, abandoned buildings, substandard housing, and bus or train stations; and 8) are migratory children and youth living in any circumstances described above.

INCOME

Funds received by all applicable individuals as described in this policy that are not supplemented by any public assistance other than medical assistance or the Supplemental Nutrition Assistance Program (SNAP) and that do not exceed 85 percent of the State Median Income (SMI).

INFANTS

Children from birth through 12 months.

IN-HOME CHILD CARE PROVIDER

An individual who provides child care services in the child's own home but maintains a separate residence. No parent or guardian receiving assistance from the CCPP may provide care for their own child in this setting.

IN LOCO PARENTIS

In place of a parent, such as a guardian, relative, or friend with whom the child resides if the child's parent is unable to act as the parent or has delegated his or her authority to someone else. The term describes someone who provides care and supervision like a parent but without going through the formalities of legal adoption or guardianship. Requires submission of a Guardianship/In Loco Parentis Verification form as part of the Child Care Payment Program (CCPP) application process on the Division of Early Childhood Care and Development (DECCD) website or the state's child care consumer education website.

LEAD AGENCY

The Mississippi Department of Human Services (MDHS) is the state entity that serves as the Lead Agency for the administration of programs and services funded by the Child Care and Development Fund.

LICENSED CHILD CARE FACILITY

A non-residential facility that is licensed by the Mississippi State Department of Health (MSDH) to regularly provide shelter and personal care for six or more children who are not related to the operator within the third degree computed according to the civil law and who receive care for any part of a 24-hour day (Miss. Code § 43-20-5). No parent or guardian receiving assistance from the CCPP may provide care for their own child in this setting.

LICENSED CHILD CARE PROVIDER

A provider licensed to provide child care services for fewer than 24 hours per day per child in a non-residential setting, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training. No parent or guardian receiving assistance from the CCPP may provide care for their own child in this setting.

LICENSING OR REGULATORY REQUIREMENTS

Requirements necessary for a provider to legally provide child care services in a state or locality, including regulations and requirements established under State, Local, or Tribal law. The Mississippi Child Care Licensing Law (see Miss. Code §43-20) provides the legal authority under which the Mississippi State Department of Health (MSDH) prescribes minimum regulations for child care facilities defined under the law.

LOW-INCOME

Income that is greater than 50 percent of the State Median Income (SMI) but equal to or less than 85 percent of the SMI.

MINIMUM CO-PAYMENT FEE

An assessment of \$10.00 per month for full-time child care services and \$5.00 per month for part-time child care services.

MDHS TANF CASEWORKER

An employee of the Mississippi Department of Human Services (MDHS) Division of Field Operations who provides case management services, supportive services, and referrals for child care services to active TANF participants at the local/county level.

NATURAL DISASTER

Per Section 602(a)(1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5195a(a)(1)), refers to catastrophic events that cause, or may cause, substantial damage or injury to civilian property or persons. Examples of these events include but are not limited to hurricanes, tornados, floods, earthquakes, fires, or snowstorms.

NONTRADITIONAL CARE

Includes week night care and supervision of children for less than 24 hours per day within the twelve hours between 6:00 p.m. and 5:59 a.m., or weekend care and supervision of children between 6:00 p.m. Friday and 5:59 a.m. Monday.

NOTICE OF REDETERMINATION

Informs the parent and provider of a child's upcoming redetermination of eligibility. Redetermination is based upon the 12-month anniversary of the child's initial eligibility or prior redetermination. The parent will be sent a 60-day and then a 30-day Notice of Redetermination through postal mail and/or email. Notice of Redetermination includes instructions for submitting the online redetermination application, a list of supporting documentation to determine eligibility that the parent must submit, and a due date by which the application and supporting documentation must be submitted to maintain continuity of child care.

PARENT

A mother or father by blood, marriage, or adoption; a legal guardian; or another person standing in loco parentis.

PARENT WITH A DISABILITY

A parent who meets the SSI definition of disability by being unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or that has lasted or can be expected to last for a continuous period of not less than twelve (12) months. Documentation of SSI benefits is necessary to determine priority eligibility for child care. If the parent with disability is unable to manage their personal affairs, the application should be made in the name of the parent/guardian or the responsible adult. If the parent with disability receives SSI, the co-payment of \$10.00 should be applied to the family.

PART-TIME CHILD CARE

Child care provided for fewer than six (6) hours of a 24-hour day.

PRESCHOOL-AGE CHILD

Children from three (3) years of age up to their first day of kindergarten.

PROVIDER

The entity providing child care services as defined in this document.

REDETERMINATION OF ELIGIBILITY

Eligibility for child care assistance through the Child Care Payment Program (CCPP) will be redetermined at the end of a 12-month eligibility period.

RESIDING/LIVING WITH

Living with, including taking meals and sleeping in the same house, for a majority of a seven-day period beginning Sunday and ending Saturday.

SEASONAL WORKERS

Individuals who are temporarily unemployed due to the nature of their work.

SCHOOL-AGE CHILD

A child who is five (5) years of age or older and eligible to be enrolled in public school.

SOCIAL SECURITY BENEFITS

May be paid to individuals and certain members of their family if the individual worked long enough and paid Social Security taxes.

STATE MEDIAN INCOME (SMI)

The median income of all Mississippi workers.

SUMMER CARE

Child care for eligible children during the summer months, when primary school settings are not in session.

SUPPLEMENTAL SECURITY INCOME (SSI)

A monthly payment to a person for having a medically proven physical or mental condition that causes marked and severe functional limitations that are expected to last at least 12 months in duration. Unlike Social Security Benefits, SSI benefits are not based on your prior work or a family member's prior work.

TEACHER

Per federal regulations, a lead teacher, teacher, teacher assistant, or teacher aide who is employed by a child care provider for compensation on a regular basis and whose responsibilities and activities are to organize, guide, and implement activities in a group or individual basis, or to assist a teacher or lead teacher in such activities, to further the cognitive, social, emotional, and physical development of children from birth to kindergarten entry and/or school-age children; and who may be a family child care provider (§ 98.2, 80 FR 80563 (Dec. 24, 2015)).

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)

Benefits offered through the block grant that replaced the Aid to Families with Dependent Children (AFDC) and Job Opportunities and Basic Skills (JOBS) program. Benefits are time-limited, mandating that families move quickly into work activities that lead to self-sufficiency.

TERMINATED CHILD CARE CERTIFICATE

A certificate that has been used as payment for child care services for a period of time and is no longer valid. Reasons that certificates would be terminated include but are not limited to the following: provision of false information used to issue/maintain a certificate, change in a provider, or lack of a request for reimbursement on a Child Care Certificate within 60 days after the certificate has been issued.

TODDLER

Any child who is more than 12 months old but less than 36 months old.

TRANSITIONAL CHILD CARE (TCC)

Up to 24 months of subsidized child care for eligible parents, issued by the MDHS Division of Field Operations.

VERY LOW-INCOME

Income at or below 50 percent of the State Median Income (SMI).

WITHOUT REGARD TO INCOME (WRI)

Income that is irrelevant; therefore, it is not to be considered. The only children who are to be considered WITHOUT REGARD TO INCOME are those in court-ordered cases and served by the Mississippi Department of Child Protection Services (MDCPS).

WORKING

Performing duties to earn a wage (for a minimum of 25 hours per week) or to complete educational/ job training such as practicums or internships (enrollment for education/training must be full time).

3. APPLICATIONS PROCEDURES FOR FAMILIES

This section describes application procedures for families who seek assistance for child care through the Child Care Payment Program (CCPP). Procedures for enrolling a child with a DECCD-approved child care slot provider are also included in this section. Procedures for the non-availability of funds conclude this section.

3.1 PARENTAL CHOICE

Parents have the right to choose the type of child care they would like for their child. The Division of Early Childhood Care and Development (DECCD) has categorized the choices available to parents as follows: a licensed child care center, family child care home, or in-home child care provider. Parents participating in the CCPP must select a CCPP-approved provider. No payments shall be issued for care provided while a provider is seeking to become a CCPP-approved provider.

3.2 APPLICATION PROCEDURES

- (1) DECCD accepts applications throughout the year. Client referrals from TANF, TCC, Healthy Homes Mississippi (HMM), homeless children, or the Mississippi Department of Child Protection Services (MDCPS) are accepted throughout the year from Case Managers. All families eligible to receive services shall be added to the CCPP, as funding allows. When funding is available, eligible families shall be served on a first-come, first-serve basis by date of application. When funding is not available, eligible families shall be added to the “Pending Funding” list (described in Section 3.4).
- (2) Applications must be completed online at the DECCD website or on the state’s child care consumer education website. Parents who do not have reliable internet access may visit their local public library or any other local public entity that might provide such service.
 - A. Before submitting an application, parents have the opportunity to review income eligibility requirements to determine if they qualify for assistance based on monthly gross income and family size. An eligibility checklist that includes a list of the required documentation to complete the application process is also available on the DECCD website and the state’s child care consumer education website for parents to review before submitting an application.
 - B. As part of the application process, parents must select a CCPP-approved provider. Parents may search for a CCPP-approved provider by name, type (identified in Section 3.1), city, or county on the DECCD website or the child care consumer education website. No payments will be issued for care provided while a provider is seeking to become a CCPP-approved provider.
 - i. Parents who choose a DECCD-approved slot provider should review the application procedures described in Section 3.3.
 - C. After a parent has submitted the application, DECCD shall send the parent an email that lists additional documentation (described in Section 4.2) the parent must submit to DECCD to confirm eligibility for child care assistance.
 - D. Parents requiring technical assistance in completing the application may contact DECCD or see their selected child care provider.
- (3) After submitting the application, parents shall return all required documentation at the request of DECCD via postal mail, electronic mail, or uploaded via web form. DECCD shall review the information to determine eligibility and send a written notice of eligibility, ineligibility, or non-availability of funds within ten (10) business days. Refer to Section 3.4 for policies and procedures

when no funding is available. If the parent falls within an eligibility priority group for which funds are available, a certificate shall be issued and emailed to the parent and the selected child care provider within one (1) business day of completion of the approval process.

- (4) DECCD shall inform families who apply for CCPP of other programs or services for which the family may be eligible. This information is provided in an email to applicants and shall include a link to Mississippi's child care consumer education website (described in Section 7.1).
- (5) Families who have been determined eligible for CCPP assistance should be prepared to give their selected CCPP-approved provider a Mississippi State Department of Health (MSDH) Certificate of Immunization Compliance Form 121 for each child enrolling in child care.
 - A. In accordance with CCDBG 658E(c)(3), homeless children and children in foster care who receive CCPP assistance shall be granted a twenty-four (24) hour grace period from the date of admission into a CCPP-approved child care program to obtain the necessary immunization records. Payment for these children during the grace period shall not be considered an error or an improper payment.

3.3 APPLICATION PROCEDURES FOR CHILDCARE SLOTS WITH A DECCD-APPROVED SLOT PROVIDER

- (1) Parents may choose to enroll their child(ren) with a provider who has contracted with DECCD to supply a given number of child care slots. These child care providers are referred to as slot providers. Slot providers may have slots available to CCDF-eligible families even when a family has been placed on the "Pending Funding" list (described in Section 3.4). Parents can search for local slot providers on the DECCD website or Mississippi's child care consumer education website.
- (2) In order to apply for a child care slot, parents must contact the slot provider directly to get pre-approval for enrollment in the program. A list of slot providers and their contact information shall be available on the DECCD website. If the slot provider has an open slot, the slot provider shall generate a unique approval code that the parent can use to complete the online parent application. The slot provider shall generate a separate approval code for each child that will be valid for a period of time.
- (3) The slot provider has complete discretion in determining the length of time that the slot will be held while the parent completes the online application process. When the slot provider generates the unique approval code, he or she can designate an expiration date when the approval code will no longer be valid. If the parent is unable to complete the application before the expiration date, the parent should contact the slot provider. If the slot provider still has an available slot, he or she can extend the expiration date.
- (4) Children must be determined eligible for child care subsidies by DECCD in order to fill a child care slot. DECCD has sole authority to determine eligibility for the child care subsidy program, including child care slots. However, DECCD has no authority over the pre-approval process. Slot providers have sole authority to issue approval codes and extend expiration dates for pre-approved slots.
- (5) A parent, whose initial point of entry into the CCPP is their child's enrollment with a slot provider, may be placed on the Pending Funding list if he or she needs to seek care from another provider.

3.4 NON-AVAILABILITY OF FUNDS

- (1) DECCD accepts applications for services throughout the year. When available funding has been expended, applicants shall receive notification that their application is "Pending Funding."

Applications with a status of “Pending Funding” shall remain in the online application system for a period of twelve (12) months. After this period, parents shall receive a notice via postal mail and/or email to update their application online. Parents who do not have reliable internet access may visit their local public library or any other public entity that might provide such service to access and update their online application. All applications not updated after thirty (30) days from notification shall be removed, and parents shall submit a new application if they wish to seek child care services at a future time.

- (2) Applications with a status of “Pending Funding” have not been determined eligible by DECCD staff. Once funding becomes available, applications with a status of “Pending Funding” shall be served according to the date of application. DECCD shall notify the parent via email and/or postal mail of the status change from “Pending Funding,” and the parent will be asked to submit required documentation. The parent shall be granted sixty (60) days to submit the required documentation. Once deemed eligible after required documentation is submitted, DECCD shall issue a certificate to the parent. All other applications shall remain in “Pending Funding” status and shall follow update procedures described above (1).

4. ELIGIBILITY REQUIREMENTS FOR CHILDREN

This section describes eligibility requirements for a child’s participation in the Child Care Payment Program (CCPP). In accordance with CCDBG 658P(4), a child must meet the following requirements to be eligible for services: (1) be under the age of 13 or under the age of 19 with special needs per the SSI definition of disability; (2) reside with a family whose income does not exceed 85 percent of the State Median Income (SMI) for a family of the same size and whose assets do not exceed \$1,000,000 (as certified by a member of the family); and (3)(a) reside with a parent(s) who is working, attending a job training program, or enrolled in an educational program or (b) receive, or need to receive, protection services and resides with a parent or parents not described in (3)(a). This section also identifies the populations that receive priority based on referrals from and participation in other MDHS programs. The criteria to be classified in each of the priority populations is described in this section, as is the supporting documentation required to determine eligibility. The initial eligibility period for child care services is also described and is followed by a subsection describing the redetermination of eligibility criteria. This section concludes with a discussion of the process that may be used to increase access to child care services in areas with high concentrations of poverty.

4.1 ELIGIBILITY PRIORITY POPULATIONS

If funds are available, eligible children and families are served on a first-come, first-served basis. Services to any and all populations are dependent upon the availability of funds. Funds are dedicated for referred clients (noted below). For all other populations, DECCD shall rely on the following priority list when determining how to initiate or terminate authorizations for child care:

- 1st Referred Clients
 - A. Child care for Temporary Assistance for Needy Families (TANF) recipients;
 - B. Child care for Transitional Child Care (TCC) recipients;
 - C. Child care for children who are homeless (defined in the Glossary of Terms);
 - D. Child care for children served by the Mississippi Department of Child Protection Services (MDCPS);

- E. Child care for children served by the Healthy Homes Mississippi (HHM) home visitation program.
- 2nd Special needs populations whose income is less than 85 percent of the State Median Income (SMI), in the following order:
- A. Children of single parents with disabilities;
 - B. Children with special needs;
 - C. Children of parent(s) deployed in the Mississippi National Guard or Reserve.
- 3rd Children of very low-income working parent(s) whose income is at or below 50 percent of the State Median Income (SMI), in the following order:
- A. Children of teen parent(s) currently enrolled in high school full time;
 - B. Children of all other eligible parent(s) at this income level, including parents enrolled in an approved educational or job training program, whether working or not.
- 4th Based upon the availability of funding, children of parent(s) working the required 25 hours per week and/or are enrolled in an approved educational or job training program and whose income is greater than 50 percent but less than 85 percent of the SMI.

4.2 ELIGIBILITY DETERMINATION FOR SERVICES

(1) Eligibility Guidelines By Priority Group

A. Referred Clients

- i. TANF clients are not required to complete a CCPP application form. Eligibility for CCPP for TANF parent(s) is determined by the MDHS Division of Field Operations Case Manager for full- or part-time care. TANF clients shall receive a certificate based on the referral date entered by the TANF Case Manager. The TANF parent is required to comply with all the requirements of the TANF program in order to remain eligible for child care assistance.
- ii. Clients referred for Transitional Child Care (TCC) are not required to complete an application form. Eligibility for TCC is determined by the MDHS Division of Field Operations Case Manager. TCC clients shall receive a certificate based on the referral date entered by the Case Manager. Termination of child care services to clients receiving TCC may occur if the case manager determines that the client is not in compliance with case requirements prescribed by MDHS.
- iii. Homeless clients are not required to complete an application form. Eligibility for CCPP shall be determined by caseworkers within a MDHS-approved agency serving homeless families. Homeless clients shall receive a certificate based on the referral date entered by the referring agent/case manager.
- iv. Children being served by the Mississippi Department of Child Protection Services (MDCPS) are eligible for child care services without regard to income of the guardian. Children served by MDCPS shall receive funding based on the referral date entered by the case manager; an application form is not required.

- v. Children being served by the Healthy Homes Mississippi (HHM) home visitation program administered by MDHS are eligible for child care services. Children shall be served based on the referral date received from HHM Family Support Workers; an application form is not required.

B. Special Needs Populations With Income Less than 85 Percent of SMI:

- i. Children of single parents with a disability may be eligible for CCPP. The parent must meet the SSI definition of disability by being unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or that has lasted or can be expected to last for a continuous period of not less than twelve months. Documentation of SSI benefits is necessary to determine priority eligibility for child care. If the parent with a disability is unable to manage their personal affairs, the application should be made in the name of the parent/guardian or the responsible adult.
- ii. Children with special needs may qualify for child care under CCPP. In order to qualify, the parent(s) must be working at least 25 hours per week, be enrolled full-time in an educational program, or engaged in an approved job training program. Job-search activities through a local WIN Job Center, unpaid work hours required to complete course work for the school curriculum, and/or work study may be counted toward the work requirement for the parent. Documentation (described in (3) of this section) must be provided. The family's gross income must not exceed 85 percent of the State Median Income (SMI). Irregular hours of employment and income shall be averaged.
- iii. Children of parent(s) deployed in the Mississippi National Guard or Reserve may qualify for CCPP if the family's gross income does not exceed 85 percent of the State Median Income (SMI).

C. Very Low-Income Families:

- i. In order to qualify for full-time child care, the parent must be working at least 25 hours per week or be enrolled full-time in high school, in a full-time General Educational Development (GED) program, or in another approved educational or training program. Job-search activities through a local WIN Job Center or unpaid work hours required to complete course work for the school curriculum and/or work study may be counted toward the work requirement for the parent. Documentation (described in (3) of this section) must be provided. In a two-parent family, either each parent must be working at least 25 hours per week or one parent must be working at least 25 hours per week and the other parent must be enrolled in an approved full-time educational or training program. The family's gross income must be at 50 percent or below the State Median Income (SMI). Irregular hours of employment and income shall be averaged.

D. Low-Income Families:

- i. In order to qualify for full-time child care, the parent must be working at least 25 hours per week or be enrolled full-time in high school, in a full-time General Educational Development (GED) program, or in another approved educational or training program. Job-search activities through a local WIN Job Center or unpaid work hours required to complete course work for the school curriculum and/or work study may be counted

toward the work requirement for the parent. Documentation (described in (3) of this section) must be provided. In a two-parent family, either each parent must be working at least 25 hours per week or one parent must be working at least 25 hours per week and the other parent must be enrolled in an approved full-time educational or job training program. The family's gross income must be greater than 50 percent of the State Median Income (SMI) and at or below 85 percent of SMI. Irregular hours of employment and income shall be averaged.

E. Resident In/Out of State Students:

- i. If a parent attends school in/out of state, the application shall be made in the parent's name using the address where the child(ren) resides. Parents with residences outside the state of Mississippi shall apply with their state of residence.

(2) Income to be considered in calculating total family income:

- A. The gross income of the applicant and spouse should be considered if the spouse is living in the home. Spouse's income will not be considered in calculating total family income if the applicant and spouse are separated and residing in a separate residence. All income above or less than 40 hours per week is considered irregular income. Irregular income and commissions shall be averaged. For commissions and tips, the amount on the paycheck stub or statement from an employer shall be averaged and added to regular work income. Bonus monies shall not be considered as income. If a parent is self-employed, individual/family total income is considered.
- B. Social Security benefits for parents and child(ren) must be counted as income.
- C. If a parent receives Supplemental Security Income (SSI), it shall be counted as income. If a child(ren) receives SSI, the SSI for the child(ren) shall not be counted as income.
- D. Income earned by an adult living in the home, not married to the applicant but who is the biological parent of the child for whom services are being requested, shall be counted. Income or work status of another adult residing in the home with the applicant and to whom the applicant is not married shall not be counted. Such individuals shall not be considered in determining the size of the household unless they are the biological parents of the child(ren) for whom application for service is being made.
- E. As part of the income verification process, working parents who are not part of a referred population (described in Section 4.1) and who filed an income tax return shall provide a copy of their most recent federal income tax return to verify earned income tax credit (EITC).
- E. Child support
 - i. All parents must comply with Child Support Enforcement requirements in order to be eligible for child care assistance. Parents must complete a Verification for Child Support Services form as part of the application process.
 - ii. All single or separated parents who do not currently have an open child support case must contact the MDHS County Child Support Office for an appointment to open a case(s) or to request a statement that the child or children are exempt and the parent is excused from cooperating. Parents who have an existing order for child support issued by a judge are not required to contact the MDHS Division of Field Operations. Married parents are not required to have an open child support case.

iii. The MDHS Division of Field Operations may provide exemptions based upon Claims of Good Cause such as but not limited to:

- a. The noncustodial parent has caused physical and/or emotional harm to the child.
- b. Physical and/or emotional harm caused by the noncustodial parent to the relative caring for the child limiting the custodial parent's ability to care for the child.
- c. A child conceived as a result of incest or rape.
- d. Pending legal adoption proceedings.
- e. A public or private social services agency assisting the custodial parent in the decision to keep the child or to release the child for adoption.

F. Any teen parent enrolled full-time in high school or in a General Educational Development (GED) program may make an application in his/her own name as a family unit separate from his/her parent. If the teen parent in high school is living with his/her parent(s), the parent of the teen must meet the work requirements; however, the teen's parents' income should not be considered. If a teen parent lives in the home with his/her parent(s) or guardian, then the parent(s) or guardian of a teen parent under the age of 18 must sign the certificate and forms along with the teen parent.

G. No adult living in the home with the child shall be paid for child care. The parent of a child shall not be reimbursed for providing child care for his/her own child(ren), regardless of the location of their residence.

(3) Documents Required for Eligibility Determination

A. Income Documents:

- i. Two paycheck stubs from within the past thirty (30) days. If paid once a month, only one check stub is required. Irregular hours of employment and income shall be averaged.
- ii. If a new job, the employer's letter on employer's company letterhead or employer's notarized statement verifying employment, income, rate of pay, and number of hours worked. Actual check stubs must be submitted within thirty (30) days.
- iii. Parents paid in cash shall obtain a certified letter from the employer on company letterhead or the employer's notarized statement verifying employment, income, rate of pay, and number of hours worked.
- iv. Parents employed by temporary agencies shall be certified with an original letter from an employer on company letterhead verifying employment, rate of pay, and number of hours worked. The letter of employment must be followed up with check stubs within thirty (30) days.
- v. If self-employed, a copy of an Estimated Quarterly Tax Report or other acceptable form of income documentation approved by DECCD. The other acceptable form of income documentation shall include a Federal 1040 Tax Form with the Profit/Loss Statement (Schedule C). DECCD will use the Total Sales and Receipts amount located on the Profit/Loss Statement to determine if the work requirement has been met. DECCD shall

use the amount located on Line 22 of the Federal 1040 Tax Form to determine income eligibility.

B. Educational Documents

- i. Parents enrolled in an approved educational program must provide enrollment documentation in the form of a letter from the institution's registrar confirming current full time enrollment. This letter shall include the title of the course(s) in which the parent is enrolled, credit hours per course, and duration of the program, and the letter must be accompanied by a transcript. General Educational Development (GED) classes should be handled the same as any other approved educational training.

C. Additional Required Documentation

- i. Long-Form Birth Certificate
 - a. A 90-day grace period shall be allowed to receive the birth certificate for a newborn.
 - b. A 30-day grace period shall be allowed for all other children.
- ii. Verification of social security numbers can be obtained from a copy of the social security card, the Form 121 Certificate of Immunization issued by the Mississippi State Department of Health (MSDH), or other official document showing the child's and/or a parent's name and social security number.
- iii. DECCD must provide a statement that makes it clear to CCPP applicants that the provision of a Social Security Number (SSN) is voluntary and that benefits will not be denied or withheld for the failure to furnish an SSN. Social Security Numbers are used to prevent multiple cases or authorizations for care within the CCPP data system.
- iv. Proof of Residency
 - a. To verify proof of residence, the parent must supply a current driver's license or state-issued I.D. and at least two (2) additional documents, such as a current bank statement, cell phone bill, utility bill, or cable bill. The addresses on the driver's license or state-issued I.D. and the two (2) additional documents must match and corroborate the address of residence supplied in the application for child care assistance.

D. Requirements for a Parent with a Disability

- v. If a two-parent family applies for assistance and one parent is working and the other has a disability and is unable to care for the child(ren) as a result, child care assistance may be provided if the parent submits proof of SSI benefits. Priority eligibility for child care services can only be extended to single parents with disabilities.
- vi. If a single parent is disabled and has a responsible guardian, the application shall be made in the responsible guardian's name. The responsible guardian is the person responsible for the parent's affairs; the guardian must meet the 25 hours per work requirement unless they are 65 years of age or provide proof that they have retired from full-time

employment. The parent must also submit proof of SSI benefits. The parent should be assessed a monthly co-payment of \$10.

- vii. If a single parent is disabled and there is no responsible guardian, the application shall be made in the single parent's name. Child care assistance may be provided if the parent submits proof of SSI benefits. The disabled parent shall be assessed a monthly co-payment of \$10.
- viii. If the guardian with whom the child(ren) reside(s) has a disability, child care may be provided if the guardian submits proof of SSI benefits. Verification of cooperation with child support enforcement is required if the biological parents are not deceased.

E. Parents Enlisted in the United States Military and Deployed

- ix. When parents are enlisted in the United States Military and deployed, the eligibility shall remain the same until the parent can provide the Military Income. The parent shall provide the Military Income as soon as he or she has documentation. The responsible guardian's income shall not be counted, but the responsible guardian must meet the 25 hours per week work requirement, unless they are 65 years of age or provide proof that they have retired from full-time employment.

F. Pell Grants

- x. Pell Grants shall not be considered as income when determining eligibility. Pell Grant funds and child care subsidy payments can be used simultaneously for child care services.

4.3 12-MONTH CCPP ELIGIBILITY PERIOD

- (1) In accordance with CCDBG (658E(c)(2)(N)(i)(I)), families who are determined eligible to participate in the CCPP shall be afforded a minimum of twelve (12) months of eligibility for assistance provided that the family remains eligible. The 12-month eligibility period begins on the date that the client is determined eligible.
- (2) At the end of the 12-month eligibility period, a redetermination of eligibility for families who receive assistance from CCPP will occur per the procedures described in Section 4.4.

4.4 REDETERMINATION OF ELIGIBILITY

- (1) Children receiving child care assistance through CCPP shall be redetermined for eligibility at the end of the 12-month eligibility period in accordance with CCDBG 658E(c)(2)(N).
- (2) Redetermination of Eligibility Guidelines by Priority Group

A. Referred Clients

- i. TANF clients are exempt from redetermination. The referring agency case worker shall determine if the client is compliant with all the requirements of the TANF program and the CCPP eligibility requirements in order to remain eligible for child care assistance. If the TANF client is no longer eligible for the TANF program but is eligible for child care assistance, the case worker shall send a Notification of Termination of Child Care to DECCD and the child care provider. The case manager shall also send a notice of termination via postal mail and/or email to the parent to inform the parent that they must submit a new application if they wish to continue to receive child care assistance; the notice shall contain information about the CCPP application process and eligibility

requirements. If the child and parent/guardian meet CCPP eligibility requirements, child care assistance shall continue for ninety (90) days to allow the parent/guardian time to complete the application process.

- ii. TCC clients are exempt from redetermination. The referring agency case worker shall determine if the client is compliant with all the requirements of the TCC program and the eligibility requirements of the CCDF in order to remain eligible for child care assistance. If the TCC client is no longer in compliance with the TCC program requirements but is eligible for child care assistance, the case worker shall send a Notification of Termination of Child Care to DECCD and the child care provider. The case manager shall also send a notice of termination via postal mail and/or email to the parent to inform the parent that they must submit a new application if they wish to continue to receive child care assistance; the notice shall contain information about the CCPP application process and eligibility requirements. If the child and parent/guardian meet CCPP eligibility requirements, child care assistance shall continue for ninety (90) days to allow the parent/guardian time to complete the application process.
- iii. Homeless children are exempt from redetermination. The referring case worker shall determine if the client remains eligible for child care assistance. If the client no longer meets the definition of homeless but meets CCPP eligibility requirements, the referring agency case worker shall send a Notification of Termination of Child Care to DECCD and the child care provider. The case manager shall also send a notice of termination of child care services to the parent via postal mail and/or email. This notice shall contain information about the CCPP application process and eligibility requirements and shall inform the parent that they must submit a new application if they wish to continue to receive child care assistance. If the child and parent/guardian meet CCPP eligibility requirements, child care assistance shall continue for ninety (90) days to allow the parent/guardian time to complete the application process.
- iv. Clients referred to the CCPP by the Mississippi Department of Child Protection Services (MDCPS) shall be redetermined annually; however, the referring agency case worker will be responsible for submitting the renewal information directly to DECCD. When a child's case is closed by MDCPS, the agency shall send a Notification of Termination of Child Care for children receiving services through MDCPS to DECCD. If the child has been permanently placed or adopted resulting in the closure of their case, the guardians must apply for child care assistance through the online application process (described in Sections 3.2 and 3.3). MDCPS shall also notify the parent that they must submit a new application if they wish to continue receiving child care assistance, and this notice shall contain information about the CCPP application process and eligibility requirements. If the child and parent/guardian meet CCPP eligibility requirements, child care assistance shall continue for ninety (90) days to allow the parent/guardian time to complete the application process.
- v. HHM clients are exempt from redetermination. If the client is no longer participating in the HHM program, the case worker shall send a Notification of Termination of Child Care to DECCD and the child care provider. The case manager shall also send a notice via postal mail and/or email to the parent informing the parent that they must submit a new application if they wish to continue to receive child care assistance; the notice shall contain information about the CCPP application process and eligibility requirements. If

the family meets CCPP eligibility requirements, child care assistance shall continue for ninety (90) days to allow the parent time to complete the application process.

B. Special Needs Populations With Income Less than 85 Percent of SMI

- i. Children of single parents with disabilities who receive child care assistance shall be redetermined annually based on the twelve (12) month anniversary of initial eligibility or previous redetermination. DECCD shall initiate the redetermination process by sending the parent and child care provider a 60-day and then a 30-day Notice of Redetermination through postal mail and/or email. The Notice of Redetermination shall include instructions for submitting the online redetermination application and a list of supporting documentation that the parent must provide to confirm eligibility. The parent shall meet the SSI definition of disability by being unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or that has lasted or can be expected to last for a continuous period of not less than twelve months. The parent shall submit the online redetermination application and return the required documentation by the due date indicated on the Notice of Redetermination. Parents who do not have reliable internet access may complete an online redetermination application at their local public library or any other public entity that might provide such service.
- ii. Children with special needs who receive child care assistance shall be redetermined annually based on the twelve (12) month anniversary of the initial eligibility or previous redetermination. DECCD shall initiate the redetermination process by sending the parent and child care provider a 60-day and then a 30-day Notice of Redetermination through postal mail and/or email. The Notice of Redetermination shall include instructions for submitting the online redetermination application and a list of supporting documentation that the parent must provide to confirm eligibility. In order to remain eligible, the parent(s) must be working at least 25 hours per week, be enrolled full-time in an educational program, or engaged in an approved job training program. Job-search activities through a local WIN Job Center or unpaid work hours required to complete course work for the school curriculum and/or work study may be counted toward the work requirement for the parent. The family's gross income must not exceed 85 percent of the State Median Income (SMI). The parent shall submit the online redetermination application and return the required documentation by the due date indicated on the Notice of Redetermination. Parents who do not have reliable internet access may complete an online redetermination application at their local public library or any other public entity that might provide such service.
- iii. Children of parent(s) deployed in the Mississippi National Guard or Reserve who receive child care assistance shall be redetermined annually based on the twelve (12) month anniversary of the initial eligibility or previous redetermination. DECCD shall initiate the redetermination process by sending the parent and child care provider a 60-day and then a 30-day Notice of Redetermination through postal mail and/or email. The Notice of Redetermination shall include instructions for submitting the online redetermination application and a list of supporting documentation that the parent must provide to confirm eligibility. The family's gross income must not exceed 85 percent of the State Median Income (SMI). The parent shall submit the online redetermination application and return the required documentation by the due date indicated on the Notice of

Redetermination. Parents who do not have reliable internet access may complete an online redetermination application at their local public library or any other public entity that might provide such service.

C. Very Low-income

- i. Eligibility for the CCPP shall be redetermined annually based upon the twelve (12) month anniversary of the initial eligibility or previous redetermination. DECCD shall initiate the redetermination process by sending the parent and child care provider a 60-day and then a 30-day Notice of Redetermination through postal mail and/or email. The Notice of Redetermination shall include instructions for submitting the online redetermination application and a list of supporting documentation that the parent must provide to confirm eligibility. The parent must be working at least 25 hours per week or be enrolled full-time in high school, in a full-time General Educational Development (GED) program, or in another approved educational or training program. Job-search activities through a local WIN Job Center or unpaid work hours required to complete course work for the school curriculum and/or work study may be counted toward the work requirement for the parent. In a two-parent family, either each parent must be working at least 25 hours per week or one parent must be working at least 25 hours per week and the other parent must be enrolled in an approved full-time educational or training program. The family's gross income must be at 50 percent or below the State Median Income (SMI). Irregular hours of employment and income shall be averaged. The parent shall submit the online redetermination application and return the required documentation by the due date indicated on the Notice of Redetermination. Parents who do not have reliable internet access may complete an online redetermination application at their local public library or any other public entity that might provide such service.

D. Low-Income

- i. Eligibility for the CCPP shall be redetermined annually based upon the twelve (12) month anniversary of the initial eligibility or previous redetermination. DECCD shall initiate the redetermination process by sending the parent and child care provider a 60-day and then a 30-day Notice of Redetermination through postal mail and/or email. The Notice of Redetermination shall include instructions for submitting the online redetermination application and a list of supporting documentation that the parent must provide to confirm eligibility. The parent must be working at least 25 hours per week or be enrolled full-time in high school, in a full-time General Educational Development (GED) program, or in another approved educational or training program. Job-search activities through a local WIN Job Center or unpaid work hours required to complete course work for the school curriculum and/or work study may be counted toward the work requirement for the parent. In a two-parent family, either each parent must be working at least 25 hours per week or one parent must be working at least 25 hours per week and the other parent must be enrolled in an approved full-time educational or job training program. The family's gross income must be greater than 50 percent of the State Median Income (SMI) and at or below 85 percent of SMI. Irregular hours of employment and income shall be averaged. The parent shall submit the online redetermination application and return the required documentation by the due date indicated on the Notice of Redetermination. Parents who do not have reliable internet access may complete an

online redetermination application at their local public library or any other public entity that might provide such service.

- (3) If the redetermination process finds that the parent and child meet eligibility requirements, child care services shall be extended for twelve (12) months, and a certificate shall be issued and emailed to the parent and the selected child care provider within one (1) business day of completion of the redetermination process.
- (4) Parents who fail to comply with the redetermination process shall be issued a two (2) week notice of termination and shall be required to submit a new application if they wish to continue to receive child care subsidies after the date of termination. New applications shall be processed by date received and are subject to eligibility and available funding. The child care provider shall also be notified of the child's upcoming termination of CCPP-funded child care.
- (5) When income is recalculated for redetermination and there is an increase in a co-payment fee, a notice shall be sent to the parent and the provider in the form of a new certificate. The updated co-payment fee is effective on the first day of the month following the redetermination of eligibility.
- (6) Upon redetermination of eligibility, a child who has reached age 13 (or age 19 if the child has special needs as defined by the SSI definition of disability) is no longer eligible for CCDF subsidies. A two (2) week notice of termination of CCPP-funded child care shall be sent to the parent and the child care provider.
- (7) Upon redetermination of eligibility, families whose income increased beyond 85 percent of the State Median Income (SMI) are no longer eligible for CCDF subsidies and shall be given a two (2) week notice of termination of CCPP-funded child care.
- (8) Upon redetermination of eligibility, if the parent is no longer working, is not enrolled in an approved educational program or job training, or is not actively engaging in job-search activities through a local WIN Job Center, the parent shall be granted a ninety (90) day job search period during which CCPP-funded child care shall not be terminated. Once the parent has exhausted the ninety (90) day job search period, the parent and child care provider shall be given a two (2) week notice that CCPP-funded child care will be terminated. The parent can choose to engage in job-search activities at a local WIN Job Center at any point during the ninety (90) day period to extend child care services.

4.5 AREAS WITH HIGH CONCENTRATIONS OF POVERTY

In accordance with CCDBG 658E(c)(2)(Q) and to increase access to child care for families receiving CCDF assistance, DECCD shall conduct a county-level needs assessment on an annual basis. This needs assessment shall use the most current data available to identify the Mississippi counties with high concentrations of children living in poverty. High concentration of poverty is defined as a county where the percentage of children living in poverty is more than one (1) standard deviation above the most current state mean value for the percentage of children living in poverty. Counties that meet this definition for a high concentration of poverty shall be designated as priority areas where DECCD shall work with local MDHS offices and other local child care stakeholders to increase parents' awareness about the CCPP and to develop and implement strategies to increase the availability of high-quality child care programs. Some of these strategies may include, but are not limited to, decreasing family co-pays for high-quality child care programs and/or increasing subsidy rates in high-quality programs, offering grants to high-quality providers to increase staff and open spots for children served by CCDF subsidies, or assisting child care providers in improving their quality of care through professional development opportunities.

For each county in Mississippi, DECCD shall also identify the current number of total licensed child care providers, CCPP-approved licensed child care providers, total unlicensed child care providers, CCPP-approved unlicensed child care providers, total children enrolled in child care, and CCPP-assisted children enrolled in child care. Counties that have a disproportionate number of CCPP-assisted children enrolled in child care centers that do not meet the requirements for high quality shall also be designated as priority areas that require collaboration between DECCD, local MDHS offices, and local child care stakeholders to develop and implement strategies (such as those identified in the preceding paragraph) to increase the number of available high-quality providers. Counties that have a disproportionate number of non-CCPP-approved providers who offer high-quality child care but also have a disproportionate number of CCPP-assisted children shall also be designated as priority areas.

Other county-level indicators of at-risk populations, such as the current unemployment rate, teen birth rate, percentage of single parent families, percentage of children served by TANF, or percentage of children served by the Mississippi Department of Child Protection Services (MDCPS), may also be considered to ensure that an area will have a sufficient supply of high-quality child care programs available to children served by CCDF subsidies.

5. CO-PAYMENT FEES

This section describes the co-payment fee process.

5.1 DETERMINING CO-PAYMENT FEES

- (1) TANF parents shall not be assessed a co-payment fee.
- (2) Homeless families with no countable income shall not be assessed a co-payment fee.
- (3) For all other parents, co-payment fees shall be determined based on the parent's family size and income according to the CCDF Child Care Monthly Co-Payment Fee Scale for Parents, published on the DECCD website and the state's child care consumer education website, unless otherwise indicated in the following section.

5.2 ASSESSING CO-PAYMENT FEES PER CHILD

- (1) If a parent has one child receiving full-time child care service, the total co-payment fee shall be placed on that child's certificate. If a parent has one child receiving part-time child care services, only half of the total co-payment fee shall be placed on the child's certificate.
- (2) If one child is in full-time child care and part-time child care during the same month, the co-payment fee shall be assessed on the majority of the type of care provided. For example, if a child is served 16 part-time days and five full-time days, the part-time co-payment fee shall be assessed for the month.
- (3) If a parent has more than one child receiving full-time service, the total co-payment fee is divided equally among the number of children receiving care. If two or more children are receiving part-time services, one half of the divided fee should be placed on each certificate. If a parent has children receiving before- and after-hours child care and holiday/summer child care, a full co-payment fee and a half co-payment fee shall be placed on each certificate, and the appropriate fee is deducted during the payment cycle.
- (4) Families who will be assessed a minimum co-payment fee are:
 - i. Children served by the Mississippi Department of Child Protection Services (MDCPS).

- ii. Children participating in the Healthy Homes Mississippi (HHM) home visitation program.
 - iii. Children with special needs. Special needs status must be documented. If there are other children in the family who are receiving child care services, the monthly co-payment fee shall be \$10 or the child's prorated share of the family's co-payment fee, whichever is less. Services for children with special needs shall continue until the child reaches 19 years of age.
 - iv. Parents with a disability who are receiving SSI.
- (5) The provider shall not charge parents any cost over the assigned co-payment fee unless the cost for child care to the general public is higher than the amount paid by the Child Care Payment Program (CCPP).

5.3 NON-PAYMENT OF CO-PAYMENT FEES

- (1) Co-payment fees shall be paid during the current month directly to the provider according to payment arrangements established by the provider and parent. Providers shall maintain proof of collection of co-payment fees, identified separately from tuition overage payments made by parents. Providers shall provide proof of co-payment fees to parents in the form of a receipt that includes the parent's name, date and amount of payment, center name (if applicable), and the child care provider's name and signature. If a parent fails to pay the co-payment fee prior to the end of the month, the provider shall notify DECCD. Non-payment of co-payment fees shall result in termination of the parent from CCPP. If the parent requests a change in child care provider with an outstanding balance of co-payment fees to the current provider, the parent shall pay all co-payment fees before a new certificate is issued. It is the responsibility of the provider to report non-payment of co-payment fees to DECCD.

5.4 CO-PAYMENT RECOUPMENT/REPAYMENT

- (1) If a parent's fee was assessed at a rate higher than the correct fee and the parent has made payment to the provider, the parent shall be reimbursed by the provider for the difference for each month paid. The correct fee shall be noted on the certificate and a notice of the change forwarded to the provider and the parent.
- (2) If a parent's fee was assessed at a rate lower than the correct fee, the parent shall be responsible for reimbursing the provider for the difference between the corrected co-payment amount and the incorrect co-payment amount that was paid.

5.5 PRORATING CO-PAYMENT FEES

- (1) The assessed co-payment fee reflects a monthly rate regardless of attendance. If a child is enrolled between the 1st and 15th of the month, the full monthly co-payment fee shall be assessed for the first month of service. If the child is enrolled between the 16th and last day of the month, one-half of the monthly co-payment fee shall be assessed for the first month of service. If a parent desires to change a provider during the month, the parent shall pay the appropriate co-payment fee to any subsequent providers.

6. INTERRUPTION OF CHILD CARE SERVICES

6.1 REASONS FOR TERMINATION

- (1) Non-payment of co-payment fees may result in termination from the Child Care Payment Program (CCPP) for a one (1) year period.
- (2) If at any time a parent, guardian, or another person assisting the parent/guardian provides fraudulent information, child care services shall be immediately terminated, and the client shall be ineligible to reapply for a one (1) year period. DECCD may elect to permanently disbar parents from participation in CCPP due to repeat offenses in accordance with Section 11.7 of this document.
- (3) A child care certificate may be terminated upon the request of the parent or by DECCD in accordance with CCPP policy.
- (4) Child care assistance shall be terminated at the end of the twelve (12) month eligibility or redetermination period if a child has reached the maximum age of eligibility. A two (2) week notice of termination of CCPP-funded child care shall be sent to the parent and the child care provider.
- (5) Upon redetermination of eligibility, families whose income increased beyond 85 percent of the State Median Income (SMI) are no longer eligible for CCDF subsidies and shall be given a two (2) week notice of termination of CCPP-funded child care.

6.2 CHANGE IN PROVIDER

- (1) Parents are allowed to change providers when the current provider is no longer preferred. Parents must request a change in provider from DECCD by submitting a Change in Provider Form (available on the DECCD website or the state's child care consumer education website) prior to withdrawing the child, unless under emergency circumstances. The parent(s) shall give at least two (2) weeks prior notice to the current provider before withdrawing the child from the center unless there are extenuating circumstances. Change of Provider forms that are not received within the two (2) week time frame shall be processed two (2) weeks from the date of receipt. While parents have the right to exercise parental choice in selecting a child care provider, certificates shall not be issued to a provider until they have met all requirements to become a CCPP-approved provider. Parents receiving child care assistance through CCPP must select a CCPP-approved provider. No payments shall be issued for care provided while a provider is seeking to become an approved provider.

7. CHILD CARE CONSUMER EDUCATION

This section describes information that CCDBG requires to be disseminated to parents, providers, and the general public through the state's child care consumer education website. This website shall be designed to assist parents in making informed choices about the child care services that best suits their needs, to promote involvement of parents and family members in the development of child care settings, to support the role of parents as their child's teacher and advocate, and to provide helpful information to parents who are served by the child care assistance system, partner agencies, and child care sites (45 CFR §98.1). This section also describes resources related to developmental screenings to assist eligible parents and CCPP-approved providers. This section concludes with a description of inspection reports made available on the consumer education website.

7.1 CHILD CARE CONSUMER EDUCATION WEBSITE

- (1) In compliance with CCDBG 658E(c)(2)(E), the child care consumer education website shall be designed to be an up-to-date and comprehensive resource regarding child care in Mississippi. This website shall provide:
- A. The ability to find and learn about a local child care provider, including results of inspection reports, corrective actions taken (if applicable), last date of inspection, hours of operation, contact information, and child care rates;
 - B. Compliance requirements for child care providers to obtain licensure or registration, including the health and safety standards to which they must adhere, the criminal background check process, procedures for monitoring/inspections, and types of offenses that prevent individuals from being child care providers;
 - C. Information on available local community resources, such as state agencies, faith-based organizations (FBO), community-based organizations (CBO), or health care providers, including the services they provide and contact information;
 - D. Information about the Child Care Payment Program (CCPP), including the application process and parent co-payment rates;
 - E. Information about other public services for which a child/family may be eligible, including but not limited to Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Women, Infants, and Children (WIC) program, Head Start, and Medicaid;
 - F. Contact information for MDHS and DECCD and of child care resource and referral agencies (CCR&R);
 - G. Information about and on how to access services offered (including developmental services) by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program and the Individuals with Disabilities Education Act (IDEA);
 - H. Current best practices and research on child care and development, family engagement, and physical health and development;
 - I. Data on the number of deaths, serious injuries, and substantiated instances of child abuse in child care settings;
 - J. The state's position statement on social-emotional-behavioral health of children and on the suspensions and expulsion of children birth to age five in early childhood programs receiving CCDF;
 - K. Information about social-emotional-behavioral and early childhood mental health available from the Mississippi Department of Education (MDE) and the Mississippi Department of Mental Health (MDMH);
 - L. Access to other communication methods, such as mobile applications or social media outlets, including the ability to request email communication;
 - M. Information about the State Early Childhood Advisory Council (SECAC), including its roles, responsibilities, and membership;

- N. Links to related federal resources, such as the Administration for Children and Families (ACF), the Centers for Disease Control and Prevention (CDC), and the National Institute of Child Health and Human Development (NICHD);
- O. The number for the CCPP hotline, as well as an online form to report abuse, neglect, or fraud;
- P. Electronic copies of child care brochures from multiple resources, including MDHS and MSDH;
- Q. The ability to submit general questions to or request information from MDHS.

7.2 DEVELOPMENTAL SCREENINGS

In accordance with CCDBG 658E(c)(2)(E)(ii), the state's child care consumer education website shall include current information on resources and services available to parents and child care providers for conducting developmental screenings. The website shall also describe the process for CCPP-approved child care providers to provider referrals to services, when appropriate, for children participating in the CCPP. These referred services include the use of the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program and development screening services available under the Individuals with Disabilities Education Act (IDEA). The website shall also describe how a family or eligible child care provider may utilize the resources and services to obtain developmental screenings for children receiving child care assistance and who may be at risk for cognitive or other developmental delays.

7.3 INSPECTION REPORTS

Monitoring and inspection reports of all CCPP-approved providers will be accessible on the consumer education website. Parents and other individuals who wish to access these reports will be able to search by provider name, provider type, city, county, or year. Reports will include the date of the inspection, any findings or violations, information on corrective action (if applicable), and the date the corrective action was satisfactorily completed. Non-critical findings or violations that satisfy the requirements of the corrective action plan may be removed from the website if the provider does not have multiple findings or violations in a single visit and if approved by DECCD.

8. PARENTAL COMPLAINTS AND COMPLAINT INVESTIGATIONS

This section describes procedures for parents who wish to file a complaint against a CCPP-approved child care provider and the process of investigating and substantiating complaints. Substantiated parental complaints shall be addressed according to the policies outlined in this section.

8.1 CHILD CARE FACILITY COMPLAINT HOTLINE

In accordance with the CCDBG 658E(c)(2)(C), the state shall maintain a record of substantiated parental complaints against child care providers. The Mississippi State Department of Health (MSDH) provides a Child Care Facility Complaint Hotline (listed on the MSDH website, the DECCD website, and the state's child care consumer education website) for parents to report complaints. Unless ordered by a court, the identity of the individual who reported the complaint shall not be disclosed outside of MSDH and/or MDSH investigative staff. The Child Care Facility Complaint Hotline is answered during regular business days. At night and on weekends or holidays, the complainant may leave a concern and callback information via the voice-message service. On the next working day, MSDH staff retrieve all hotline voice messages and record complainant information. An MSDH official will return a call to the complainant for additional details if necessary.

8.2 COMPLAINT INVESTIGATIONS

- (1) Complaints reported via the Child Care Facility Complaint Hotline shall be logged and investigated by the Mississippi Department of Health (MSDH). MSDH is responsible for investigating each complaint filed against a child care provider, including licensed child care facilities and unlicensed child care operations. At no time shall a licensing official refuse to respond to a complaint made anonymously. MSDH may request assistance from MDHS and DECCD as needed during a complaint investigation.
- (2) Upon receiving a complaint involving abuse or neglect, the MSDH official shall complete a Child Care Complaint Form (Form #275). The MSDH official shall consult with their immediate supervisor to determine whether the complaint describes a certain level of abuse/neglect, inappropriate discipline, or inappropriate supervision. If the complaint is determined to be possible abuse/neglect, it is referred to the Central Office Complain Investigation Unit. The following investigative procedures (also outlined in the *Mississippi State Department of Health Child Care Licensing Program Manual*) shall be followed:
 - A. The Regional Supervisor shall notify the Central Office that a possible abuse/neglect complaint is being referred to the Investigation Unit.
 - B. The MSDH official or Regional Supervisor shall forward all pertinent information to the Director of Child Care Licensure for dissemination.
 - C. Once the complaint information is received by the Director, local law enforcement and the Mississippi Department of Human Services (MDHS) shall be notified.
 - D. The individual reporting to the police department shall confirm whether the child care staff may begin their investigation or should delay it until the police department completes its investigation.
 - E. Once informed that the department may begin its investigation, the complaint investigator shall conduct an inquiry into the alleged violation.
 - F. Make an unannounced site visit within two (2) working days.
 - G. Conduct an entrance conference with the owner, director, and/or designee to explain the nature of the complaint.
 - H. Conduct an inspection using the Child Care Encounter Form (Form #287) and any other forms necessary to complete the investigation.
 - I. Conduct an exit conference with the owner, director, and/or designee to discuss findings and recommendations.
 - J. Complete the Child Care Complaint Form regarding the actions taken.
 - K. Provide a written report using the established format of findings, recommendations, and actions taken to the Mississippi Department of Human Services (MDHS), the local law enforcement agency, and the local district attorney's office.
 - L. Follow up the complaint with a letter to the facility and/or with another site visit.
 - M. If it is determined that action should be taken against the facility's license, contact the Director of Child Care Licensure at MSDH.

- (3) Upon receiving a complaint regarding regulatory practices other than abuse or neglect in a licensed child care facility, the MSDH official shall:
 - A. Complete a Child Care Complaint Form (Form #275).
 - B. Make an unannounced site visit to the facility within ten (10) working days.
 - C. Conduct an entrance conference with the owner, director, and/or designee to explain the nature of the complaint.
 - D. Conduct an exit conference with the owner, director, and/or designee to discuss findings and recommendations.
 - E. Complete the Child Care Complaint Form regarding the actions taken.
 - F. File the original complaint form in the facility file, prepare complaint investigation report, and send a copy to the complainant, if applicable.
 - G. Follow up the complaint with a letter to the facility and/or with another site visit.
- (4) Upon receiving a complaint regarding regulatory practices other than abuse or neglect in an unlicensed child care facility, the MSDH official shall:
 - A. Complete a Child Care Encounter (Form #287) as a “Report of Unlicensed Child Care Facility.”
 - B. Make a site visit to the facility within ten (10) working days.
 - C. Conduct a conference with the operator to explain the nature of the complaint.
 - D. At the time of the site visit, the MSDH official shall determine if a facility license is required.
 - i. If the facility requires a license, the official will:
 - a. Provide the operator a copy of the Child Care Licensing Law;
 - b. Provide the operator a copy of the *Regulations Governing the Licensure of Child Care Facilities*;
 - c. Provide the operator a licensure application packet; and
 - d. Inform the operator that the application for licensure must be filed within ten (10) working days or the facility must close.
 - ii. If the operator will not talk to the licensing official or accept items described above (i) or does not submit the licensure application by the requested deadline, the official shall notify the MSDH legal staff and the Regional Supervisor and proceed according to guidelines and instructions provided by the legal staff.
 - iii. If the facility is exempt from licensure, the MSDH official shall complete the Child Care Encounter Form (Form #287) and list the facility’s exemption information in the comments section.
 - E. Follow up the site visit with a letter to the operator.

9. PROVIDERS

This section describes eligibility requirements for child care providers seeking to participate in the Child Care Payment Program (CCPP). The process to become a CCPP-approved provider is also described. Providers must meet the state's eligibility requirements, register with the Mississippi Department of Human Services (MDHS), obtain background checks, and receive orientation training in accordance with state policy. This section also describes procedures for payments to providers for child care services, provider reimbursement, monitoring procedures, emergency preparedness and response plans, and professional development.

9.1 ELIGIBILITY PROCESS FOR CCPP-APPROVED PROVIDERS

(1) Parents have the right to choose the child care they would like for their children. The Division of Early Childhood Care and Development (DECCD) has categorized the choices available to parents as follows: a licensed child care center, family child care home, or in-home child care provider. Parents participating in the CCPP must select a CCPP-approved provider. No payments shall be issued for care provided while a provider is seeking to become a CCPP-approved provider.

(2) Licensed Child Care Centers

A. In order to receive reimbursement for services rendered, a child care center must be licensed by the Mississippi State Department of Health (MSDH). A copy of the license must be filed with DECCD annually upon renewal. The child care center must have a current license. Additionally, these licensed centers must remain in compliance at all times with the MSDH *Regulations Governing Licensure of Child Care Facilities*.

B. If a center's license expires and services are being provided to children receiving CCPP funds, DECCD may continue to pay the provider under the following conditions:

- i. MSDH has not officially closed the center;
- ii. The center's director submits a written request, on center letterhead, for child care payments to continue; and
- iii. The center provides copies of the licensing renewal fee payment, documentation of a current inspection, and a copy of correspondence from the licensing division stating why the license has not been renewed.
- iv. A center with an expired license shall be reimbursed for children with a current certificate up to the time frame allowed by MSDH; however, no new certificates shall be issued until the license is renewed.
- v. No payments shall be issued for care provided while a provider is seeking to become a CCPP-approved provider.
- vi. The decision to continue payments under these circumstances is solely at the discretion of the Director of the Division of Early Childhood Care & Development (DECCD). All requests for payments under these conditions shall be submitted in the form of a written request to the Director of DECCD describing the basis for the request to waive Provider Termination.

(3) Registered Family Child Care Homes and In-Home Providers

- A. In order to receive CCPP reimbursement and provide services to CCDF children, unlicensed providers must be registered with DECCD but are not required to be licensed by the Mississippi State Department of Health (MSDH).
 - i. Registered child care providers who are approved to participate in the CCPP must be compliant with the health and safety standards described in Section 9.7.
 - ii. No payments shall be issued for care given while a provider is seeking to become a CCPP-approved provider.

 - B. To be eligible for CCPP reimbursement, unlicensed providers must:
 - i. Be at least eighteen (18) years of age;
 - ii. Have a high school diploma or equivalent (GED);
 - iii. Provide evidence that they, other adults providing child care services in the home, and anyone residing in the home are current on required immunizations as documented by Form 121 Certificate of Immunization issued by MSDH;
 - iv. Satisfactorily complete an inspection of the home by child care monitoring agents prior to approval for CCPP reimbursement. Applicants who receive an unsatisfactory inspection will be granted a specified period of time to become compliant with the requirements;
 - v. Agree to a background check for themselves, other adults residing in the home, and any adult not residing in the home but providing child care services;
 - vi. Have a valid email address that is checked on a regular basis;
 - vii. Have a working landline telephone or cell phone.

 - C. Unlicensed providers who are CCPP-approved shall provide full-time care for no more than five (5) children at a time. All children in the home who are younger than thirteen (13), including children related to the provider within the third degree as defined by civil law, are included in this child-provider ratio.
 - i. No more than two (2) of these children, including those related to the provider within the third degree as defined by civil law, may be younger than 24 months of age.
- (4) CCPP-approved providers must comply with the following health and safety requirements:
- i. Complete orientation training (as described in Sections 9.4 and 9.11.1) within the first ninety (90) days of employment;
 - ii. Renew minimum health and safety training (as described in Section 9.11.1) and fire standards;
 - iii. Keep a record of immunizations for themselves, other adults providing child care in the facility or home, any residents in the family child care home, and all children in their care as documented by Form 121 Certificate of Immunization issued by the Mississippi State Department of Health (MSDH);
 - a. In accordance with CCDBG 658E(c)(3), homeless children and children in foster care who receive CCPP assistance may be granted a twenty-four (24) hour grace

period from the date of admission into a CCPP-approved child care program to obtain the necessary immunization records. Payment for these children during the grace period shall not be considered an error or an improper payment.

- iv. Keep a copy of the Basic Health, Safety and Nutrition Assurances. A signed copy of the Basic Health, Safety and Nutrition Assurances certifying that they will follow the guidelines shall also be filed with DECCD;
 - v. Give parents unlimited access to their child(ren) while the child(ren) are under the provider's care;
 - vi. Provide a current emergency preparedness and response (EPR) plan (as described in Section 9.8.1); and
 - vii. Establish a plan for promoting developmentally appropriate social emotional behavioral health to ensure that children in their care receive an age-appropriate developmental and behavioral screening upon enrollment, when developmental concerns arise, or annually (as described in Section 9.9).
- (5) A child care provider may not be reimbursed if they reside in the same household as the eligible child. Proof of separate residence may be required. To document proof of residence, the provider must supply a current driver's license or state-issued I.D. and at least two (2) other forms of identification, such as a current bank statement, cell phone bill, utility bill, or cable bill, that show the the same address on the provider's current driver's license or state-issued I.D. Addresses on these documents must match the address given as the location of care submitted on the application.
- (6) In order for an unlicensed provider to become/remain a CCPP-approved provider, all individuals over the age of 18 years (relative or non-relative) residing and/or working full-/part-time in the provider's residence shall submit all required information to undergo the Child Abuse and Neglect Central Registry Check. This information shall be submitted on the Child Abuse and Neglect Central Registry Check Form 107 with the initial provider application and annually once approved. Providers shall be deemed ineligible to participate in the certificate program in the event that they have prior convictions of child abuse and/or neglect. If an individual residing and/or working with the provider in the provider's home is found to have a prior conviction of child abuse and/or neglect, eligibility shall be suspended/denied until the provider can provide proof that the offending individual no longer resides in the home. Failure on the part of the provider to accurately complete Form 107 may result in suspension/debarment from participation in the CCPP. Additionally, funds shall be recouped.
- (7) No payments shall be issued for care provided while a provider is seeking CCPP-approved provider status.

9.2 PROVIDER REGISTRATION

- (1) To become a CCDF-approved child care provider, licensed or unlicensed providers must:
- A. Complete an online application at the DECCD website. Providers who do not have reliable internet access may visit their local public library or any other public entity that might provide such service to access the online application.
 - B. Send supporting documentation to complete the application process to DECCD via computer upload, postal mail, or fax.

C. Attend and complete a provider e-ledger training webinar held on the first and third Tuesday of every month at 12:30 p.m. Applicants must register in advance on the DECCD website, and they shall receive an email confirmation containing a code to access the online training webinar. Applicants who do not attend the entire session shall not receive credit for attendance and shall not be approved to participate in the CCPP.

i. The e-ledger training covers the provider payment process, coding for child attendance, policies outlined in the current CCPP policy manual, and the process for recognizing and reporting child abuse and neglect.

(2) Once an application has been processed, the online e-ledger training webinar has been completed satisfactorily, and a provider has been determined eligible, an effective date to begin providing childcare shall be sent to the approved applicant. If the application is processed in advance, the effective date for providers who complete the online training webinar on the first Tuesday of the month shall be the 16th day of the same month. Eligible providers who attend the online training on the third Tuesday of the month shall be effective on the 1st day of the next month.

(3) CCPP-approved providers shall renew their registration with MDHS on an annual basis.

9.3 BACKGROUND CHECK

(1) In accordance with the CCDBG 658H, a comprehensive criminal background check is required to investigate if a licensed child care provider or CCPP-approved unlicensed child care provider has a history of abuse, neglect, or other criminal behavior that might threaten the health and safety of children.

A. Per Mississippi State Department of Health (MSDH) licensure regulations (Miss. Code § 43-20-8), background checks are required for all licensed providers and prospective staff, regardless of whether the provider receives CCDF funds and will be monitored by the MSDH.

B. Background checks are required for unlicensed child care providers who are approved to receive CCDF funds. If these unlicensed providers offer care in their own home, background checks are required for all individuals residing in the home who are 18 years of age or older.

(2) These comprehensive criminal background checks shall include a search of:

A. The Federal Bureau of Investigation (FBI) criminal records, based on fingerprints;

B. The National Sex Offender Registry;

C. The child abuse central registry, including every state where the individual resided in the preceding five (5) years;

D. The state criminal registry check using fingerprints, including every state where the individual resided in the preceding five (5) years; and

E. The state sex offender registry, including every state where the individual resided in the preceding five (5) years.

(3) A background check shall be conducted within 45 days of the provider's submitted request.

(4) An individual shall be denied employment in a child care facility and/or a provider will be deemed ineligible for assistance for any of the following:

- A. Refusal to consent to the background check;
 - B. Knowingly making a materially false statement in connection with the background check;
 - C. Being a sex offender, registered or otherwise;
 - D. Convicted of a felony consisting of:
 - i. Murder;
 - ii. Child abuse or neglect;
 - iii. Crime against children, including pornography;
 - iv. Spousal abuse;
 - v. Rape or sexual assault;
 - vi. Kidnapping;
 - vii. Arson;
 - viii. Physical assault or battery; or
 - ix. A drug-related offense committed in the past five (5) years.
 - E. Convicted of a violent misdemeanor as an adult against a child.
- (5) To maintain the privacy of the individual for which a background check is conducted, the provider who requested the background check shall only be informed of the individual's eligibility or ineligibility for employment.
- (6) New background checks are required every five (5) years.
- (7) The fee for processing applications and administering a criminal background check shall not exceed the actual costs for processing and administration (Miss. Code § 43-20-8(8)).
- (8) Information about the provider background check process shall be made publicly available on the consumer education website.
- (9) Individuals may appeal the results of a criminal background check as described in Section 10.

9.4 ORIENTATION TRAINING

- (1) All providers in licensed and unlicensed care settings are required to complete 15 hours of orientation training within ninety (90) days from their hire date and related to the following topics (as described in Section 9.11.1):
- A. Prevention and control of infectious diseases (including immunization);
 - B. Prevention of sudden infant death syndrome and use of safe-sleeping practices;
 - C. Administration of medication, consistent with standards for parental consent;
 - D. Prevention of and response to emergencies due to food and allergic reactions;
 - E. Building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic;

- F. Prevention of shaken baby syndrome and abusive head trauma;
 - G. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility);
 - H. Handling and storage of hazardous materials and the appropriate disposal of biocontaminants;
 - I. Precautions in transporting children (if applicable);
 - J. Pediatric first aid and cardiopulmonary resuscitation (CPR).
- (2) All providers are required to complete orientation training on indicators of child abuse and neglect and the state’s process for reporting suspected cases of child abuse.
- A. Per the CCDBG 658E(c)(2)(L), providers must report child abuse and neglect if the caregiver suspects that a child in their care is being abused or neglected by a parent, family member, child care worker, or other individual with access to the child. The provider shall submit the report directly to the Mississippi Department of Child Protection Services (MDCPS); it is not sufficient for the caregiver to submit the report to their supervisor or child care director.
- (3) All providers shall document receipt of their orientation training.
- (4) This orientation training may be transferable to other child care facilities within the state.

9.5 PAYMENTS TO PROVIDERS FOR CHILD CARE SERVICES

9.5.1 SIGN-IN/OUT SHEETS

- (1) Providers are required to maintain a record of accurate attendance and absences on sign-in/sign-out sheets and on daily class rolls for each child. Providers shall retain sign-in/sign-out sheets for a period of three (3) years. The sign-in/sign-out sheets must show the child’s first and last name (as listed on the child care certificate), the full name of the parent/guardian or parent’s authorized representative, the time the child is signed in with the signature of the person signing the child in each day, and the time the child is signed out with the signature of the person signing the child out each day. If sign-in/sign-out sheets are not maintained and made available upon request and/or for monitoring processes or do not follow the policies described above, funds issued based on missing/erroneous information shall be recouped by DECCD. Unlicensed providers are not exempt from this policy.

9.5.2 PAYMENT LEDGER PROCESSES

- (1) Payment ledgers shall be submitted electronically through the Child Care Payment System (CCPS) once a month. Providers have the opportunity to submit ledgers during one of two payment cycles during the month; however, providers shall only receive one payment per month for services rendered. Ledgers shall open to providers on the first day of the month and remain open until 11:59 p.m. CST on the fifth day of the month. Providers who submit their ledgers by the fifth day of the month shall be issued payment by the 15th day of the month. Providers who fail to submit their payment ledger by the fifth day of the month have the option to submit their ledger by 11:59 p.m. CST on the 15th day of the month. Providers who submit their ledgers by the 15th day of the month shall be issued payment by the last day of the month.

9.5.3 LEDGER PAYMENTS

- (1) If it is necessary to adjust the amount of funds issued based on the attendance information submitted to DECCD, an adjustment shall be made in the Child Care Payment System (CCPS) reflecting the change.

- (2) Any error listed on the certificate that will cause payments to calculate incorrectly must be submitted to DECCD within ten (10) days of the date that the copy of the certificate is issued to the provider. Such errors include but are not limited to incorrect payment rates, incorrect care type (full-time vs full-/part-time), or incorrect date of birth for the child. DECCD shall not adjust underpayments to providers as a result of these errors if the errors are not reported to DECCD within 10 days of issuing the certificate copy to the provider. Corrections will be made to ensure future payments will be calculated correctly. DECCD shall not adjust underpayments for children who are missing from ledgers if the error is not reported within ten (10) days of the ledger submission. Any errors must be reported using the Provider Request for Child Information Correction Form, which is available on the DECCD website.

9.5.4 RATES AND CENTER POLICIES

- (1) CCPP-approved providers must file a copy of their published rates with DECCD annually.
- (2) Providers shall not charge a higher rate to families in the certificate program than the rate charged to the general public.
- (3) If the child care center's policy states that a program stipend will be provided to non-certificate children, the provider must document the amount and the source of funds for each child on a monthly basis. Parent co-payment fees shall not be used as children's stipends. This documentation must be in a hard-copy form, such as check stubs, receipts, and other relevant records that will show Mississippi Department of Human Services (MDHS) auditors a clear paper trail of cash infusion from non-tuition sources and non-child-care-certificate monies sufficient to cover the full amount of tuition without any stipends.
- (4) DECCD shall not monitor any fiscal or children's files without the director or an approved supervisor staff person in attendance. Only necessary documentation (described in Section 9.7) shall be requested from the parent and provider.
- (5) Parents employed at a licensed center may be eligible for a child care certificate, provided that the parents do not care for their own child(ren). Eligible child(ren) of child care workers cannot be included in a group assigned to the parent to maintain the adult/child ratio required by the Mississippi State Department of Health (MSDH) Child Care Facilities Licensure Division.
- (6) Rates of reimbursement shall be assigned on a certificate based on the provider type (licensed or unlicensed) and age of child. A full-time rate may be charged for nontraditional child care. Nontraditional child care is appropriate when a parent requires full-time child care in lieu of before- and after-school care.
- (7) Reimbursement Rates for School-Age Children
 - A. School-age children and children who attend other programs such as Head Start shall be reimbursed at the part-time rate for excused absences and during holidays except during times when it is documented that the child(ren) attended the licensed child care center for the full day because the school was not open or for out-of-school suspension during the school year. Full-time reimbursement shall be issued for full-time care provided by licensed centers when the primary school setting is closed or when the child is given an out-of-school suspension.
 - B. Providers shall be reimbursed at a part-time rate for any day in which a school-age child or child with a full-time/part-time certificate is present for a full day of care while their primary school setting is open.

- C. Summer child care for school-age children shall be reimbursed at the full-time rate for documented excused absences (described in Section 9.5.5), unexcused absences (up to their allotted number as described in Section 9.5.5), and holidays (as described in Section 9.5.5).
 - D. Full-time certificate payments for school-age children shall not be issued to students enrolled in first grade through 12th grade unless full-time care is needed during nontraditional hours and/or the primary/secondary school setting is closed.
- (8) Full-time certificate payments may be issued for three- and four-year-olds enrolled in public or private pre-kindergarten programs where tuition is assessed. Families who continue to meet eligibility criteria may apply to continue services until the child reaches 13 years of age or 19 years of age if the child is defined as special needs. Additionally, five (5) year old children whose parent(s) elect not to enroll their child(ren) in a public kindergarten program may receive full-time certificate funds until they reach the age of six (6), which is the compulsory age for school attendance in the state of Mississippi.
 - (9) Homeless children or children in foster care who receive CCPP assistance may be granted a twenty-four (24) hour grace period from the date of admission into a CCPP-approved child care program to obtain the necessary immunization records. Payments for such a child during this grace period shall not be considered an error or improper payment.

9.5.5 ALLOWABLE LEAVE TIME FOR PARENTS

(1) Natural Disaster

- A. Child care services shall be continued when parents are off work due to circumstances beyond the parent's control, such as hurricanes, floods, and tornado. Licensed child care providers shall be reimbursed when the center is closed temporarily in the event of an emergency declared by the President of the United States or Governor of Mississippi or an event that results from a natural disaster or human-caused event for up to ten (10) business days per occurrence, unless the parent needs to make alternate care arrangements. Unlicensed providers shall be reimbursed for actual attendance only.
- (2) A pregnant mother shall be allowed six (6) weeks of child care assistance during maternity leave. Documentation from a physician of the maternity leave must be included in the parent's file. If more leave time is required due to medical reasons, a physician's statement must be submitted to DECCD. Unlicensed providers shall be reimbursed for actual attendance only.
 - (3) Fathers shall be allowed six (6) weeks of child care assistance related to the birth of a child if the employer/educational institution approves the leave time and if the father resides in the same household with the child. Documentation in the form of a letter on an employer/educational letterhead allowing the leave of absence for this reason must be submitted to DECCD. Unlicensed providers shall be reimbursed for actual attendance only.
 - (4) Parent(s) shall be allowed six (6) weeks of child care assistance in cases of adoption of a new child or when a foster child is placed in the home if the employer/educational institution approves the leave time. Unlicensed providers shall be reimbursed for actual attendance only.
 - (5) Parent(s) shall be allowed up to thirty (30) days of sick leave from their job if documented by their employer and physician. Extenuating circumstances in which additional time is required shall be handled on a case-by-case basis. Unlicensed providers shall be reimbursed for actual attendance only.

- (6) A child shall be allowed fifteen (15) paid unexcused absence days per federal fiscal year (beginning October 1 and ending September 30). Families have a choice of when they want to use these paid unexcused absence days. Additional paid excused absence days may be allowed due to court-ordered visitations, chronic illness, contagious illness, and medical treatment for children with special needs and if appropriate supporting documentation is provided either prior to or up to three (3) business days after the absence. Appropriate supporting documentation must be provided from a licensed healthcare provider (on letterhead) for chronic illness, contagious illnesses, and medical treatment for children with special needs. Documentation (on letterhead) for court-ordered visitations must be provided by the caseworker. Providers must maintain this documentation (as described in Section 9.5.1) and must code the paid excused absence per the child care payment system attendance codes. Unlicensed providers shall be reimbursed for actual attendance only.
- (7) DECCD shall pay for up to eleven (11) holidays (listed in (8) below) for the period beginning October 1 through September 30. If the Governor allows days in addition to the list below in observance of a holiday, providers shall be notified that they are also allowed these extra days. If the identified holiday falls on a weekend, the DECCD Director shall designate weekdays to observe the holiday at their discretion.
- (8) Approved paid holidays for licensed providers:

January 1	New Year's Day
The Third Monday of January	Dr. Martin Luther King, Jr.'s Birthday and Robert E. Lee's Birthday
Spring (date varies annually)	Good Friday
The Last Monday of May	National Memorial Day/Jefferson Davis' Birthday
July 4	Independence Day
The First Monday of September	Labor Day
November	Thanksgiving Day & the Friday After
December 24	Christmas Eve
December 25	Christmas Day
December 31	New Year's Eve

9.5.6 OVER-PAYMENTS AND UNDER-PAYMENTS

- (1) If a provider discovers an error in the payment issued, the provider shall notify the DECCD to request an adjustment within 30 days of the issuance of the payment. Questionable payments or incorrect payments shall be adjusted during the next regularly scheduled payment cycle.

9.5.7 ABSENTEES AND NOTICE

- (1) If a child is absent for more than two consecutive weeks for medical reasons, the parent is required to submit a doctor's statement. Extenuating circumstances shall be handled on a case-by-case basis.
- (2) In the case of a court-ordered visitation, DECCD must be notified, and a copy of the visitation order from the court must be kept on file by the provider. Any days a child is absent due to court-ordered visitation shall be considered excused absences and will not count toward a child's paid unexcused absence days. Parents are responsible for paying their determined co-payment amount in full even if the child does not attend due to court-ordered visitation.
- (3) The Child Care Payment Program (CCPP) shall provide a two (2) week notice for the termination of all certificates issued to CCPP-approved providers, except in the instance of substantiated provider fraud, policy violations, events that threaten the health or safety of a child, or the conviction of the child care provider for any crime if the criminal acts could have a detrimental effect on the children in their care.
- (4) A child care center shall remain open on days when children are taken on field trips, or any other day outside of the approved holiday list provided by DECCD, for any children who cannot attend the field trips or who still need child care during holidays not approved by DECCD.

9.5.8 CHANGES IN TAX IDENTIFICATION

- (1) DECCD shall only issue payments through the CCPP to the individual or entity attached to the Employee Identification Number (EIN) or Social Security Number (SSN) on record. If a provider elects to change from an EIN to an SSN, DECCD shall only approve the change if there is no lien or levy against the EIN of record. In the event that a facility changes ownership, the current provider shall alert DECCD prior to the change in ownership so that all certificates can be terminated and reissued to the new owner upon the last day of operation. If the new owner fails to complete the CCPP approval process prior to the first date of operation under new ownership, there shall be a lapse in payment until the new owner completes the CCPP approval process. No payments shall be made for any care provided while this lapse in approval occurs.

9.5.9 TAX IDENTIFICATION AND FEDERAL BACKUP WITHHOLDING

- (1) DECCD shall not approve an application for an individual or center to become a CCPP-approved provider if information on the W-9 is missing or incorrect. The W-9 must be signed and dated in order to be accepted by DECCD.
- (2) In the event that a CCPP-approved provider has a missing or incorrect Tax Identification Number (TIN), DECCD shall deduct the Backup Withholding (BWH-B) Rate of 28 percent from future payments through the CCPP program until the correct TIN or name is supplied to DECCD. A TIN shall be considered to be missing or incorrect if it is not provided, has more or less than nine numbers, has an alpha character as one of the nine positions, or is in the proper format with a NAME/TIN combination that does not match or cannot be found in IRS or SSA files.
 - A. If a CCPP-approved provider has a missing TIN, DECCD shall notify the provider via certified mail and immediately apply backup withholding until a W-9/TIN is supplied.
 - B. If a CCPP-approved provider has an incorrect name/TIN, DECCD shall send via certified mail a First B-Notice and a W-9 form. The envelope shall be clearly marked that important tax

information is enclosed. The provider shall be given thirty (30) business days to respond to complete the W-9 with a correct name/TIN. Failure to respond to the first B-Notice within thirty (30) business days will result in immediate backup withholding until the completed W-9 is returned.

C. If DECCD receives a second notification from the IRS within a three-year period that the provider TIN is incorrect, DECCD shall issue a Second B Notice to the provider. The Second B Notice shall not include a copy of the W-9. The provider shall be given thirty (30) business days to provide DECCD with a copy of his or her Social Security Card or a 147C. Failure to respond to the second B-Notice within thirty (30) business days shall result in immediate backup withholding until the documentation is provided.

- (3) Tax-exempt organizations, government agencies, and corporations may be exempt from backup withholding according to IRS regulation.
- (4) DECCD shall keep a record of withholdings in order to submit an Annual Return of Withheld Federal Income Tax Form 945 to the IRS.

9.6 PROVIDER REIMBURSEMENT

- (1) DECCD sets rates for reimbursement to CCPP-approved providers. These reimbursement rates shall be published on the DECCD website and the state's child care consumer education website.
- (2) Reimbursement rates shall be reviewed every three (3) years to ensure the rate is adequate and to ensure equal access to services for children in the CCPP.
- (3) The process for determining provider reimbursement rates is described as follows:
 - A. Mississippi's child care reimbursement rate is set at 75 percent of the state's average child care payment rates by age of child, child's full- or part-time status, and facility type based on the most recent Market Rate Survey (MRS).
 - B. The methodology for the most current MRS shall be available on the DECCD website and the state's child care consumer education website.

9.7 MONITORING PROCEDURES

- (1) **Annual Inspections:** All providers participating in the certificate program shall have an inspection at least once annually in accordance with federal requirements (CCDBG 658E(c)(2)(K)).
 - A. Licensed Child Care Centers
 - i. The Mississippi State Department of Health (MSDH) has the primary responsibility of conducting annual unannounced inspections of licensed child care centers.
 - ii. DECCD may conduct a monitoring visit of a CCPP-approved licensed child care center when the provider's records indicate a need for technical assistance or to conduct a record review. Any observed or suspected health and safety violation(s) shall be reported to MSDH.
 - B. Registered Family Child Care Homes and In-Home Providers and Licensed Exempt Providers
 - i. Child care monitoring agents from DECCD shall conduct annual inspections of CCPP-approved registered family child care homes and in-home providers and license-exempt

providers. These agents shall conduct both announced and unannounced annual-inspection visits. If the monitoring visit results in a finding(s) or violation(s), the provider may receive a follow-up visit within three (3) months to ensure compliance with the corrective action plan. The monitoring visits shall include a record review as outlined in (2) of this subsection and a review of compliance with health and safety regulations as outlined in (5) of this subsection.

ii. Child care monitoring agents must satisfactorily complete training before visiting child care providers for inspection. This training shall include the procedures for conducting a visit, proficiency with the information provided in this manual, and the process for reporting findings or violations. This training shall be renewed on an annual basis.

C. Inspection reports and any corrective actions (if applicable) shall be made publicly available on the state's child care consumer education website (described in Section 7.1). A full history of inspection reports shall be made publicly available on the child care consumer education website for a minimum of five (5) years. Non-critical findings or violations that satisfy the requirements of the corrective action plan may be removed from the website if the provider does not have multiple findings or violations in a single visit and if approved by DECCD.

(2) **Record Reviews:** Monitoring visits shall include a review of the following records, which shall be made available to the monitoring agent or investigator:

A. Attendance Records: Licensed and unlicensed providers must maintain a daily attendance roster (sign-in/sign-out sheets) for each child in accordance with Section 9.5.1. The attendance recorded on the center's attendance roster shall be compared to the attendance reported to DECCD. All documentation related to child attendance shall be reviewed.

B. Published Rates: The provider's published rates charged to the general public shall be compared to the rates requested and received on each certificate.

C. Documentation of Copayment Fees Collected: Monitoring agents shall verify the payment of co-payment fees. Both licensed and unlicensed providers shall maintain a record of the payment of monthly co-payment fees.

D. Licensure: A copy of the center's license or letter of exemption, if applicable, shall be requested if a current copy is not on file with DECCD.

E. Statement of Agreement: Records shall be reviewed to verify that the provider has retained a copy of the Statement of Agreement.

F. Hours of Operation: The center shall be monitored to make sure that the hours of operation meet the needs of full-time working parents plus travel time. The center must be open at least five (5) days per week.

G. Capacity: Attendance shall be checked to ensure that the provider is not receiving more (CCDF and TANF) certificates than its licensed or allowed capacity would allow at any given time (for example, nontraditional shifts and before- and after-school care). If it is determined during the monitoring visit that attendance exceeds the provider's licensed or allowed capacity, the situation shall be reported to the Mississippi State Department of Health (MSDH) Child Care Facilities Licensure Division and DECCD. Attendance in excess of licensed or allowed capacity is considered fraudulent and shall result in a recoupment of funds issued for certificates in excess of

licensed or allowed capacity. Unlicensed providers who have exceeded allowable capacity may be asked to provide proof that children in care are related within the third degree of kinship.

H. Immunization Records:

- i. Licensed child care providers who are CCPP approved shall continue to comply with MSDH immunization regulations, ensure that the children in their facilities are immunized appropriately by age (unless the child has a properly documented exemption for medical reasons), and keep appropriate immunization records.
- ii. Unlicensed child care providers who are CCPP approved shall maintain immunization records (Form 121 Certificate of Immunization issued by the Mississippi State Department of Health) for all children in their care, themselves, other approved caregivers, and other children or adults living in the home and provide copies to monitoring agents upon request.
- iii. In accordance with CCDBG 658E(c)(3), homeless children and children in foster care who receive CCPP assistance shall be granted a twenty-four (24) hour grace period from the date of admission into a CCPP-approved child care program to obtain the necessary immunization records. No provider, licensed or unlicensed, shall be punished for not having immunization records for homeless children and children in foster care who have been enrolled in care for fewer than twenty-four (24) hours prior to the time of inspection.

I. Proof of Staff Training: All providers must maintain documentation of the accrual of orientation and ongoing training requirements as described in Section 9.11.

J. Record of Emergency Drills:

- i. Licensed providers who are CCPP approved must maintain a record of emergency drills as required by the Mississippi State Department of Health (MSDH), Child Care Facilities Licensure Division.
- ii. Unlicensed providers who are CCPP approved must maintain a record of annual emergency drills as described in Section 9.8.1.

K. Health and Safety: All providers must maintain documentation of any medication administered to a child. The record must show the written authorization from the parent to administer medication, name of medication, dosage, date and time of administration, and signature of dispensing caregiver. This record shall also note any allergies and medical needs of the child.

(3) Fines:

A. Per the Center Statement of Agreement, all child care providers are notified that monitoring may be announced or unannounced. Refusal to cooperate in the monitoring process shall result in a financial penalty of \$1,000, which will be deducted from future payment through the CCPP.

(4) Findings:

A. Findings shall be recorded on an official inspection form. A copy of the completed inspection form shall be given to providers at the time of inspection.

- B. If a center is not accurately recording attendance or is charging different rates, the center shall receive a letter concerning the finding(s). Any overpayments that occurred because of these two situations shall be recouped.
- C. A center or provider with findings or violations that pose a health and safety risk (critical violation) to children may be monitored again by either announced or unannounced visits to monitor compliance with corrective action plans. If, on a follow-up visit, the center/provider is still in non-compliance under the original finding(s), a copy of all correspondence regarding the matter shall be forwarded to the Director of DECCD, and processes for Suspension or Debarment described in Section 11.7 shall be engaged. Such incidences shall also be publicly reported on the state's child care consumer education website.

(5) **Health and Safety:** Unlicensed child care providers who are CCPP approved shall be monitored for compliance with the following Health and Safety regulations as required by federal law (CCDBG 658E(c)(2)(J)). These standards are reiterated in the Basic Health, Safety, and Nutritional Assurances form signed by the provider as part of the registration process. When conducting an on-site inspection of a child care provider, child care monitoring agents shall utilize the Monitoring Checklist, which is available on the DECCD website and the state's child care consumer education website. Records of successful completion of all trainings shall be maintained on site.

A. Prevention/Control of Infectious Disease:

- i. A current MSDH Form 121 Certificate of Immunization must be kept on site for all providers, children, and residents of unlicensed family child care homes at all times.
 - a. In accordance with CCDBG 658E(c)(3), homeless children and children in foster care who receive CCPP assistance shall be granted a twenty-four (24) hour grace period from the date of admission into a CCPP-approved child care program to obtain the necessary immunization records. No provider, licensed or unlicensed, shall be required to have immunization records for homeless children and children in foster care who have been enrolled in their care for fewer than twenty-four (24) hours prior to the time of inspection.
- ii. Sick children and children with contagious conditions must be isolated and have a parent immediately notified to pick up the child as soon as possible.
- iii. Children must be checked each day upon arrival for contagious or infectious disease and not admitted if ill.
- iv. Providers must report infectious disease to the local Health Department.
- v. The provider and any persons in the home shall be free of contagious conditions.
- vi. Children shall not use a common towel or wash cloth. All toilet rooms used by children shall have toilet paper, soap, and individual disposable towels.

B. Sudden Infant Death Syndrome (SIDS) Prevention and Safe-Sleeping Practices:

- i. Per MSDH *Regulations Governing Licensure of Child Care Facilities* (Rule 2.9.4), an infant shall be placed on his/her back for sleeping unless written physician orders to the contrary are in the child's record. Sleeping infants shall be within view of the staff and

visually checked regularly when sleeping. Nothing shall obstruct the view of the staff or prevent the staff from clearly seeing infants or children.

- ii. Per MSDH *Regulations Governing Licensure of Child Care Facilities* (Rule 2.9.4), infants shall be dressed in clothing appropriate for sleeping that is designed to keep the infant warm without the possible hazard of head covering or entrapment. The room shall be kept at a draft-free seasonally appropriate temperature of 65 degrees Fahrenheit to 78 degrees Fahrenheit. If a child is already asleep and not dressed in clothing appropriate for sleeping, the caregiver does not need to awaken the infant to change his or her clothes.
- iii. Cribs must meet federal standards. Upon purchase of a crib, providers must obtain documentation verifying that the crib meets current federal standards. Providers must keep this documentation for their records.
- iv. Cribs shall only be used for sleep purposes.
- v. Per MSDH *Regulations Governing Licensure of Child Care Facilities* (Rule 2.9.4), providers shall use a firm mattress covered by a fitted sheet.
- vi. Per MSDH *Regulations Governing Licensure of Child Care Facilities* (Rule 2.9.4), items such as but not limited to pillows, blankets, sheepskins, bumpers, soft objects, stuffed toys, and loose bedding, shall not be in the crib.
- vii. For children who are not infants, there must be clean individual beds, cots, mattresses, or mats provided for each child to use for naps or sleeping.
- viii. Cribs and mattresses must be thoroughly cleaned and sanitized before assignment for use by another child. Soiled linens should be changed immediately with clean linens. Linens shall be washed at least twice per week and kept clean.

C. Medication Administration and Parental Consent:

- i. The administration of medication by caregivers must be limited to prescription or non-prescription medication as directed by the prescribing health care providers for a specific child. The medication must also be accompanied by the written permission of the parent.
- ii. Prescription medication must be properly labeled with the child's name; name and contact information of the prescribing physician or nurse practitioner; name and strength of the medication; date the prescription was filled; expiration date; and instructions for administration and storage.
- iii. Non-prescription medication must be brought to the child care provider by the parent in the original container and labeled with the child's name, dosage, legible instructions for administration and storage, and any specific warnings.
- iv. Medication shall be inaccessible to children and shall have child-resistant caps, if applicable.
- v. Medication prescribed for one individual shall never be administered to another individual.
- vi. Unused medication shall be returned to the parent.

- vii. The administration of medication by caregivers to a child shall be documented in the child's record. The record must show the written authorization from the parent to administer medication, name of medication, dosage, date and time of administration, and signature of dispensing caregiver. This record shall also note any allergies and medical needs of the child.

D. Prevention/Response to Allergic Reactions:

- i. Parents are required to inform child care providers of any allergies (food or otherwise) of their children through written documentation that identifies each item to which the child is allergic, provides legible instructions on how to avoid the item, lists symptoms of an allergic reaction, and includes the name(s), dose(s), and method(s) of administration of medication(s) to treat the allergic reaction.
- ii. Caregivers must immediately notify the parent of any suspected allergic reactions, including any contact with the item to which the child is allergic.

E. Environmental Safety:

- i. A caregiver shall maintain the home, grounds, and equipment in safe condition. The home and grounds must be clean and free of debris or other potentially dangerous hazards. All equipment must be in good repair.
- ii. Garbage and/or trash must be removed from the home regularly and from the grounds at least once a week. Garbage shall be kept in a closed container and out of reach of children.
- iii. All electrical outlets within reach of children shall have safety outlets or have protective covers.
- iv. A caregiver shall not use multiple plugs or gang plugs unless surge protection devices are used.
- v. A caregiver shall keep the temperature of inside areas used by children at no less than 65 degrees (Fahrenheit) and no more than 78 degrees (Fahrenheit).
- vi. The home must be adequately ventilated at all times.
- vii. Per *MSDH Regulations Governing Licensure of Child Care Facilities* (Rule 1.11.8), electric fans, if used, shall be mounted high on the wall or ceiling or shall be guarded to limit the size of the opening in the blade guard to less than one-half of an inch.
- viii. Per *MSDH Regulations Governing Licensure of Child Care Facilities* (Rule 1.11.8), portable, open flame, and kerosene space heaters are prohibited. Portable gas stoves shall not be used for heating.
- ix. Per *MSDH Regulations Governing Licensure of Child Care Facilities* (Rule 1.11.8), electric space heaters shall be UL-approved; inaccessible to children; and stable; shall have protective covering; and shall be placed at least three feet from curtains, papers, and furniture.
- x. Per *MSDH Regulations Governing Licensure of Child Care Facilities* (Rule 1.11.8), fireplaces and fireplace inserts shall be screened securely or equipped with protective

guards while in use. The areas shall be properly drafted. The child care facility or home shall provide evidence of cleaning the chimney at least once a year or as frequently as necessary to prevent excessive buildup of combustibles in the chimney. Record of chimney clearing shall be retained by the provider.

- xi. Per MSDH *Regulations Governing Licensure of Child Care Facilities* (Rule 1.11.8), heating units that utilize gas shall be installed and maintained in accordance with the manufacturer's instructions, be vented properly to the outside, and be supplied with sufficient combustion air as required by the International Fuel Gas Code.
 - a. If the area of the state where the facility or home is located does not utilize the International Fuel Gas Code, the installation and maintenance of any heating units that utilize gas shall be in accordance with the manufacturer's instructions and any local ordinances that apply.
- xii. It is the responsibility of the child care provider to provide the monitoring agent with documentation that the heating units meet the stated standards.
- xiii. A home shall install barriers or take other steps to ensure heating units are inaccessible to children. Heating units include hot-water pipes, hot-water baseboard heaters hotter than 110 degrees Fahrenheit, fireplaces, fireplace inserts, and wood stoves.
- xiv. All homes shall have hot and cold running water. Water coming from a faucet shall be below 110 degrees (Fahrenheit) in all areas accessible to children. A home may install a water-tempering control valve ahead of all domestic water-heater piping.
- xv. A caregiver must provide safe playing areas inside and outside the home. Outside play areas must be consistent with city/municipality regulations.
- xvi. A caregiver's outside play area must be safe, clean, and free of any debris. The caregiver shall fence the outside play area when it is next to a highway, busy street, ditch, or other hazardous area or when determined to be necessary for safety by the registered authority. The fence shall have one latched gate for emergency exits.
- xvii. The use of a trampoline is prohibited at any time during the hours of operation or by any children receiving care at the home.
- xviii. The primary caregiver must have a working landline telephone or cell phone in the home and a valid working phone number on file with DECCD at all times. DECCD shall be notified if the telephone number is temporarily out of service.
- xix. A caregiver shall unload all guns, including pellet or BB guns, rifles, shotguns, and handguns, and keep them in a locked area inaccessible to children. Gun ammunition and gun cleaning supplies shall also be in a locked area inaccessible to children.
- xx. A caregiver shall keep all weapons in a locked area inaccessible to children.
- xxi. A caregiver shall prohibit smoking, tobacco use, illegal drug use, and the drinking of alcoholic beverages in all areas, including vehicles, when children are present. Possessing or knowingly permitting illegal drugs or non-prescription controlled substances to be possessed or sold on the premises at any time, regardless of whether children are present, is prohibited.

- xxii. A caregiver shall store combustible and flammable materials in a safe area away from water heater rooms, furnace rooms, heaters, fireplaces, or laundry rooms.
- xxiii. A child care home shall have two (2) major exits readily accessible to children with no obstructions in the pathways of these exits.
- xxiv. Toys and objects (including high chairs, playpens, and cribs) shall be safe, durable, easy to clean, and nontoxic.
- xxv. A caregiver with pets shall comply with the following requirements:
 - a. A home shall inform parents or guardians in writing before pets are allowed at the residence.
 - b. A home shall inoculate any pets as prescribed by a veterinarian and keep a record of proof of inoculation prior to the pet's presence at the residence.
 - c. A home shall not allow on the premises pets or other animals that are undomesticated, dangerous, contagious, or vicious in nature.
 - d. Areas of confinement, such as cages and pens, and outdoor areas shall be cleaned of excrement daily.
 - e. A caregiver must be physically present during the handling of all pets or other animals.

F. Prevention of Shaken Baby Syndrome and Abusive Head Trauma:

- i. Infants and toddlers shall not be shaken or thrown. To calm a crying infant or toddler, a caregiver shall gently rock the child, sing or talk softly to the child, or offer the child a pacifier.
- ii. Infants or toddlers who will not stop crying shall be checked for signs of illness, such as fever. Parents shall be contacted if the child shows signs of illness.
- iii. No form of corporal or harsh punishment, including yelling, slapping, spanking, or total isolation, shall be used as a discipline measure.
- iv. Any occurrence of an infant or toddler being shaken or thrown by a caregiver or a parent shall be reported to the Mississippi Department of Child Protection Services (MDCPS).

G. Emergency Preparedness:

- i. An up-to-date emergency/disaster preparedness and response (EPR) plan must be on file and available.
- ii. All providers shall post emergency numbers for the police, fire department, ambulance, poison control center, and other emergency personnel or first responders in a visible location.
- iii. All child care homes shall have working smoke detectors in an amount consistent with and installed per manufacturer's instructions.

- iv. All child care homes shall have a fire extinguisher that is serviced annually by a qualified fire extinguisher technician.
- v. A box of baking soda must be kept in the kitchen to help extinguish small grease fires.

H. Handling and Storage of Hazardous Materials:

- i. A caregiver shall keep all hazardous materials, including medications, poisons, toxic materials, cleaning agents, pesticides, alcohol, sharp or pointed objects, and any other dangerous materials, in a storage area inaccessible to children.
- ii. A caregiver shall change wet and soiled diapers and clothing promptly. A caregiver shall not change a diaper in a food preparation area. Caregivers shall wash their hands before diapering children and wash their hands and the child's hands after every diaper change. A caregiver shall change a child's diaper on a clean, safe, waterproof surface; discard any disposable covers; and disinfect the surface after each diaper change.
 - a. If a child's clothing is soiled at any point, the caregiver shall change the child's clothing and store the soiled clothing in a securely tied plastic bag to send home with the child.

I. Transportation Safety:

- i. A child shall only be transported in a vehicle of any type if the child is properly secured in an age-appropriate restraining device.
- ii. Children shall only be transported in vehicles that have current registration and insurance coverage.
- iii. The driver shall have a valid driver's license and comply with motor vehicle and traffic laws.

J. Pediatric First Aid and Cardiopulmonary Resuscitation (CPR):

- i. All caregivers must be satisfactorily trained in Infant and Child CPR and basic first aid.
- ii. At least one caregiver with a current CPR certification must physically be present during all times when children are in care.
- iii. The home shall have a first-aid kit stored in a convenient place inaccessible to children but easily accessible to the caregiver. The kit shall contain at least adhesive bandages, gauze pads, adhesive tape, scissors, soap, non-porous latex gloves, and a thermometer.

K. Child Abuse and Neglect:

- i. Monitoring agents shall observe children within the child care home for visible signs of abuse or neglect. Any suspicion of abuse or neglect shall be reported to the Mississippi Department of Child Protection Services (MDCPS).
- ii. Monitoring agents shall check training records to ensure that caregivers, teachers, and directors have been trained in compliance with Mississippi's child abuse reporting laws.

- iii. Monitoring agents shall check for the presence of individuals residing in the home who have not submitted to a Child Abuse and Neglect registry check and/or comprehensive background check.

L. Health and Safety Training:

- i. Providers shall have documentation of successful orientation and ongoing training hours as described in Section 9.11.

M. Notifying Parent(s):

- i. A child's parent shall be notified immediately of emergency or urgent issues. Such notifications, including the issue/event, the date and time of the issue, and how the issue was addressed shall be noted in the child's record.

(6) Pictures may be taken at the time of any monitoring visit for the purpose of documentation.

9.8 EMERGENCY/DISASTER PREPAREDNESS AND RESPONSE

CCDBG mandates that all child care providers who are approved by DECCD to accept CCDF subsidies must have an emergency preparedness and response (EPR) plan to protect the health and safety of children and staff. Licensed child care providers in Mississippi should already have an EPR in place. This section identifies the items that a provider must include in their EPR, the frequency with which the EPR should be reviewed and/or updated, dissemination procedures for the EPR, frequency of emergency-related drills, additional emergency preparedness resources, and requirements for personnel training related to emergency response.

9.8.1 EMERGENCY/DISASTER PREPAREDNESS AND RESPONSE (EPR) PLAN

(1) CCPP-approved child care providers are required to have a written EPR plan in the event of a fire, natural disaster, or other threatening situation that may pose a health or safety hazard to the children in the center or home in accordance with federal law CCDBG 658(c)(2)(U). The plan shall include but is not limited to:

- A. Two designated emergency relocation sites (which align with regulations from MSDH);
 - i. One site must be a minimum of one mile away from the facility.
 - ii. One site must be at least five miles away from the facility for more widespread emergencies.
- B. Procedures for evacuation, relocation, shelter in place, and lockdown;
 - i. The procedures shall include how children will be safely transported, if necessary, in an emergency situation.
- C. Procedures for notifying parents of emergency or urgent situations and of the relocation, if applicable, to ensure family reunification;
- D. Procedures to address the needs of individual children, including infants and toddlers, children with chronic medical conditions, and children with special needs;
- E. Guidelines regarding continuity of care;
- F. Identification of staff responsibilities and assignment of tasks, as appropriate;

- G. Coordination with local emergency management officials; and
 - H. Information on staff training or orientation to ensure that staff are familiar with the plan's components.
- (2) CCPP-approved child care providers shall review and update their EPR plans on an annual basis and after any relevant incident.
 - (3) CCPP-approved child care providers shall retain an updated copy of the EPR plan for evacuation, provide an updated copy of the plan to appropriate local emergency management officials, and provide a copy of the plan to each parent of the child at the time of the child's enrollment in the program and whenever the plan is updated.
 - (4) Licensed child care providers who are CCPP approved shall conduct and document emergency preparedness drills per the guidelines established by the MSDH Child Care Facilities Licensure Division. All other CCPP-approved child care providers must conduct the following emergency preparedness drills and document such drills:
 - A. A fire drill must be conducted during hours of operation at least twice annually.
 - B. A tornado drill must be conducted during hours of operation at least twice annually.
 - C. A lockdown drill must be conducted during hours of operation at least twice annually.
 - D. An earthquake drill may be conducted during hours of operation annually at the option of the provider.
 - (5) Specific requirements for CCPP-approved family child care homes:
 - A. All providers shall post emergency numbers for the police, fire department, ambulance, poison control center, and other emergency personnel or first responders in a visible location.
 - B. All child care homes shall have working smoke detectors in an amount consistent with and installed per manufacturer's instructions.
 - C. All child care homes shall have a fire extinguisher that is serviced annually by a qualified fire extinguisher technician.
 - D. All child care homes shall have a first-aid kit stored in a convenient place inaccessible to children but easily accessible to the caregiver. The kit shall contain at least adhesive bandages, gauze pads, adhesive tape, scissors, soap, non-porous latex gloves, and a thermometer.
 - (6) Resources regarding disaster preparedness can be found on the DECCD website and the consumer education website. A template for preparing an EPR plan is provided on the DECCD website.
 - (7) Training requirements related to emergency/disaster preparedness for child care providers, staff, and other personnel are located in Section 9.11.1.

9.8.2 OTHER URGENT OR EMERGENCY INCIDENTS

CCPP-approved providers shall also prepare a written plan for reporting and managing other types of urgent events, including but not limited to lost or missing children, suspected child abuse, intruders, mass shooting, or injuries or illnesses requiring medical attention or emergency care. All caregivers shall be trained on the procedures for reporting and managing emergency or urgent incidents.

9.8.3 DECCD RESPONSIBILITIES

In the event of an emergency declared by the President of the United States or Governor of Mississippi or that results from a natural disaster or human-caused event, the role of DECCD is to support child care providers and to assist in the provision of safe and healthy child care alternatives for families during and after such disasters or emergencies. DECCD is responsible for training DECCD staff on emergency preparedness and training of disaster teams, preparing and updating EPR plans, collaborating with early childhood partners about their roles in emergency preparedness and response, and making provisions for the continuation of core DECCD functions. As part of emergency or disaster response, DECCD shall identify the needs of families currently receiving subsidized child care services, and implement procedures to process new applications for families needing assistance as a result of an emergency or disaster. Emergency procedures for CCDF-subsidized child care are described in the *Emergency Procedures for the Mississippi Child Care Payment Program* document on the DECCD website.

9.9 DEVELOPMENTAL AND BEHAVIORAL SCREENINGS

- (1) CCPP-approved providers shall establish a process for ensuring that children in their care receive an age-appropriate developmental and behavioral screening upon enrollment and when developmental concerns arise or annually. Providers must document the results of these screenings in their child records. Providers must submit their process to monitors during monitoring or inspection visits. The process for developmental and behavioral screenings shall include:
 - A. Identifying who will conduct the screening, whether it be the child care provider themselves, the provider connecting parents to resources to ensure that the screening occurs, a qualified local agency, or local health care provider.
 - i. Child care providers who opt to conduct the screening themselves must have the appropriate training.
 - B. Parent education, consent, and participation.
 - C. Connecting parents to available resources, including the consumer education website, and support, such as a local primary health care provider.

9.10 SOCIAL EMOTIONAL BEHAVIORAL HEALTH

- (1) In accordance with CCDBG 658E(c)(2)(G), CCPP-approved providers shall complete ongoing training and professional development that promote the social, emotional, physical, and cognitive development of the children in their care and exclusionary discipline practices.
- (2) CCPP-approved providers shall establish practices for promoting developmentally appropriate social-emotional-behavioral health practices and procedures for discipline and intervention. These procedures and practices shall be clearly communicated to all staff, families, and community partners.
- (3) DECCD recommends that child care providers limit the use of expulsion, suspension, and other exclusionary discipline practices; these practices should only be used as a last resort. Should a situation arise where there is documented evidence that all possible interventions and supports recommended by a qualified professional have been exhausted and it has been determined that transitioning a child to another program is necessary for the well-being of the child or his or her peers, providers are encouraged to take a series of documented steps to ensure a smooth transition into another setting that offers a rich social context and opportunities for interactions with socially competent peers so that the child's learning and social skills practice are optimized in a natural environment. If the child has a disability and is receiving services under the Individuals with

Disabilities Education Act (IDEA), the provider and DECCD shall ensure that additional applicable procedural safeguards and requirements are met.

- (4) In order to set goals for improvement and analyze data to assess progress, DECCD shall coordinate with other early childhood programs in Mississippi to collect and analyze statewide data on expulsions, suspensions, and other exclusionary discipline practices.
- (5) DECCD will work with CCPP-approved providers and other Mississippi early childhood stakeholders to invest in child care workforce preparation and development. This process shall be designed to ensure that early childhood programs promote children’s social-emotional and behavioral health and eliminate or severely limit the use of expulsion, suspension, and other exclusionary discipline practices. This process shall include the use of a percentage of CCDBG funds for activities—such as entry-level credentials; higher education; statewide early childhood mental health consultation; statewide endorsements for infants, early childhood, and family mental health specialists; statewide models of positive behavior intervention and supports; and career pathways—that enhance the quality of child care programs and strengthen Mississippi’s child care workforce.
- (6) DECCD seeks to assist child care providers in improving program quality. To achieve this goal, DECCD shall collect and evaluate data to identify gaps in professional development, accessibility, affordability, and quality of child care workforce. To achieve this goal, staff qualifications should be high, and professional development should be provided on an ongoing basis, including professional development that addresses social-emotional-behavioral development and exclusionary discipline practices.

9.11 PROFESSIONAL DEVELOPMENT

This section describes the training requirements for all child care providers, teachers, and directors in licensed and unlicensed child care settings that are CCPP approved. DECCD seeks to assist Mississippi child care providers in improving the quality of their child care services. To achieve this goal, DECCD shall collect and evaluate data to identify gaps in professional development, accessibility, affordability, and child care workforce quality. Child care providers and their personnel are required to complete orientation training and ongoing professional development on an annual basis or as necessary due to a violation or another incident.

9.11.1 TRAINING REQUIREMENTS FOR CHILD CARE PROVIDERS AND PERSONNEL

(1) Orientation Training:

- A. All caregivers, teachers, and directors in licensed and CCPP-approved unlicensed care settings are required to complete 15 hours of orientation training within ninety (90) days from their hire date. This training requirement is waived if the caregiver, teacher, or director has completed the training from a previous employer and provided the appropriate documentation of the training to the new employer and to DECCD.
 - i. Licensed child care providers shall maintain documentation of completed orientation training for caregiver staff and volunteers who engage in child care. This documentation must be made available to monitors and/or DECCD upon request.
 - ii. Child care providers in unlicensed care settings shall maintain documentation of their completed orientation training, and this documentation shall be made available to DECCD monitors upon request.

- B. Orientation training shall be delivered through a variety of platforms to meet the needs of child care providers. These platforms may include but are not limited to online training with proctored examinations or face-to-face lectures/workshops with proctored examinations.
- i. Caregivers are required to register in advance for the training, attend the entire session, and score satisfactorily on the corresponding examination to receive a certificate of completion.
 - ii. Orientation training courses shall be provided free of charge, with the exception of certification of cardiopulmonary resuscitation (CPR) (see Section 9.7 regarding certification in CPR).
- C. In accordance with CCDBG 658E(c)(2)(I), orientation training shall include all of the topic areas listed below and as outlined in Section 9.7:
- i. Prevention and control of infectious disease;
 - ii. Prevention of Sudden Infant Death Syndrome (SIDS) and the use of safe-sleeping practices;
 - iii. Administration of medication consistent with standards for parental consent;
 - iv. Prevention and response to emergencies due to food and allergic reactions;
 - v. Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic;
 - vi. Prevention of shaken baby syndrome and abusive head trauma;
 - vii. Emergency preparedness and response planning for emergencies resulting from a natural disaster or human-caused event that shall include procedures for evacuation, relocation, shelter in place, lock down, staff and volunteer emergency preparedness training and practice drills, communication and reunification with families, continuity of operations, and accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions;
 - viii. Handling and storage of hazardous materials and the appropriate disposal of biocontaminants;
 - ix. Appropriate precautions in transporting children, if applicable;
 - x. First aid and cardiopulmonary resuscitation (CPR); and
 - xi. Recognizing signs, symptoms, or behaviors of child abuse and neglect and MDHS reporting procedures for suspected child abuse or neglect cases. Caregivers are mandatory reporters of child abuse and neglect if the caregiver suspects that a child in their care is being abused or neglected by a parent, family member, child care worker, or other individual with access to the child. The caregiver should submit the report directly to the Mississippi Department of Child Protection Services; it is not sufficient for the caregiver to submit the report to their supervisor or child care director. All claims of report of abuse or neglect will be handled pursuant to state and federal laws and agency policy.

(2) Ongoing Professional Development:

- A. Providers in a licensed care setting shall follow licensing guidelines regarding the accrual of annual training hours.
 - B. Providers must renew health and safety training listed in Section 9.11.1 according to the following schedule to remain eligible as a CCPP-approved provider:
 - i. Providers shall renew training on the prevention and control of infectious diseases (including immunization) every two (2) years;
 - ii. Providers shall renew training on the prevention of sudden infant death syndrome and use of safe-sleeping practices every two (2) years;
 - iii. Providers shall renew training on the administration of medication, consistent with standards for parental consent, every two (2) years;
 - iv. Providers shall renew training on the prevention of and response to emergencies due to food and allergic reactions every two (2) years;
 - v. Providers shall renew training on building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic, every two (2) years;
 - vi. Providers shall renew training on the prevention of shaken baby syndrome and abusive head trauma every two (2) years;
 - vii. Providers shall annually renew training related to emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility), within the meaning of those terms under Section 602(a) (1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5195a(a)(1));
 - viii. Providers shall renew training on the handling and storage of hazardous materials and the appropriate disposal of biocontaminants every two (2) years;
 - ix. Providers shall renew training on precautions in transporting children (if applicable) every two (2) years;
 - x. Providers shall renew training and/or certification on first aid and cardiopulmonary resuscitation (CPR) every two (2) years.
 - C. Child care providers in an unlicensed care setting shall accrue six (6) hours of professional development annually.
 - D. Child care providers shall maintain documentation of the completion of training hours. This documentation shall be made available to DECCD monitors upon request.
- (3) Professional development that addresses social-emotional-behavioral development, mental health, expulsion, and exclusionary discipline practices shall be conducted on an ongoing basis.
- (4) CCPP-approved providers shall also establish a process for ensuring that children in their care receive an age-appropriate developmental and behavioral screening upon enrollment.

- (5) In accordance with CCDBG 658E(c)(2)(P), DECCD shall engage other Mississippi agencies or organizations that deliver child care and development services to expand available training programs and continually improve the quality of child care services available in the state.
- (6) Failure to comply with orientation training or ongoing professional development requirements described above may result in suspension from the Child Care Payment Program (CCPP).

10. DISPUTES AND ADMINISTRATIVE HEARINGS

(1) DEFINITION

- A. An administrative hearing is a process that provides a parent or provider an opportunity to appeal agency action or failure to act. When the parent or provider disagrees with action that has been taken, the hearing gives him/her the opportunity to more fully describe his/her circumstances, to present evidence supporting his/her claim, and to have his/her eligibility for the CCDF program reviewed by someone not involved in the original decision. Evidence that can be presented in a hearing is limited to circumstances known at the time the agency decision was made. The claimant, or the individual who has initiated the proceedings by requesting an administrative hearing, bears the ultimate burden of proof in order to change the present state of affairs with regard to any issue.

(2) BASIS FOR A HEARING

- A. Any unresolved dispute concerning a question of fact under the Application/Agreement between DECCD and Parent or Provider shall be subject to a hearing.
- B. Some issues are not subject to the fair hearing process, such as policies or agency actions that comply with federal or state regulations.
- C. A parent applicant or subsidy recipient has a right to appeal decisions regarding eligibility for assistance, including the following issues:
 - i. Decisions regarding eligibility for the subsidy program;
 - ii. Denial of opportunity to make application or reapplication of benefits;
 - iii. Suspension or discontinuance of subsidy benefits in whole or in part;
 - iv. Decisions regarding good-cause exemptions from cooperation with the Division of Child Support Enforcement at MDHS;
 - v. Application of penalties that results in rejection of application, case closure, or reduction of benefits.
- D. A provider that has applied to participate in the subsidy program or that has already been approved by DECCD has a right to appeal decisions, including the following:
 - i. Denial of opportunity to make application or renewal of approved status;
 - ii. Application of penalties that result in rejection of application, suspension, or debarment;
 - iii. Recoupments or payment reductions.

- E. In accordance with CCDBG 658H(e)(3)(A), child care providers have the right to challenge the accuracy of a criminal background check that results in the ineligibility of a prospective employee for employment. Licensed providers should file the appeal with the Mississippi State Department of Health (MSDH) Division of Child Care Licensure. Unlicensed providers should request an administrative hearing through the Mississippi Department of Human Services, (MDHS) Division of Early Childhood Care and Development (DECCD).

(3) REQUESTING AN ADMINISTRATIVE HEARING

- A. Before requesting an Administrative Hearing, the individual/claimant shall attempt to resolve the issue by communicating with DECCD child care subsidy eligibility staff. The individual/claimant shall first reach out to the service representative. If the individual/claimant is unable to resolve the issue to his/her satisfaction, he/she shall then contact the Subsidy Program Director, followed by the Policy Director. If DECCD staff is still unable to resolve the issue to the satisfaction of the individual/claimant, he/she may request an administrative hearing.
- B. The individual must make the request for a hearing in the form of a written and signed request to the attention of the Director of the Division of Early Childhood Care and Development (DECCD). The claimant may be represented by anyone he/she designates; however, he/she must give the designation in writing.
- C. The claimant may not request a hearing:
 - i. On behalf of another individual, or
 - ii. To discuss decisions regarding another person.

(4) TIME LIMIT FOR HEARING REQUEST

- A. An individual/claimant who requests a hearing as a result of a change in case or case closure has 90 days following the expiration of advance notice to request a hearing.

(5) INDIVIDUAL'S RIGHTS IN A HEARING

- A. The claimant has the following rights in a hearing:
 - i. To present facts about his/her circumstances and eligibility orally or through documentation;
 - ii. To have an attorney, relative, or friend to assist him/her if he/she wishes or to present the facts on his/her behalf.
- B. An administrative hearing is an informal proceeding that gives both parties their due process rights and a forum to provide evidence. An administrative hearing is not an adverse process. Questions shall be asked only for clarification. If a party has legal representation, the attorney shall only give legal advice to his/her client and not for direct or cross examination. The claimant shall not directly question the agency representative or eligibility worker who made the decision or executed the case action in question. During the hearing, a review shall be conducted of the information shared verbally by the claimant as well as any documentation that the lead agency has on file, including any case notes entered by DECCD staff members.

(6) BASIS FOR DISMISSING HEARING REQUEST

- A. DECCD may deny or dismiss a request for a hearing under the following circumstances:
- i. The request for dismissal is written by the claimant or his/her designated representative, stating the reason.
 - ii. The request for a hearing is made on the sole issue of state or federal law requiring automatic subsidy adjustments, and the recipient does not make an individual appeal on incorrect computation of his/her subsidy. In this case, the Director of the DECCD may deny the request for a hearing or proceed to issue a final decision based on the existing record.
 - iii. The hearing is abandoned. Abandonment occurs when neither the claimant nor his/her representative appears at the time and place agreed upon for the hearing and has furnished no valid reason for this absence.
 - iv. The claimant has failed to comply with an order, deadline, or other requirement. In this case, the Director of the DECCD may deny the request for a hearing or proceed to issue a final decision based on the existing record.

(7) ACKNOWLEDGEMENT OF HEARING REQUEST

- A. When the claimant makes a timely request for an administrative hearing, the Director of DECCD shall acknowledge receipt of the request within ten (10) business days after receipt of the request and shall schedule the agency conference at the earliest convenience of the Director of DECCD.

(8) STATE RESPONSIBILITY

- A. Review the record in preparation for the hearing and secure any additional evidence needed for the hearing.
- B. Provide informal procedures for the individual and his representative, if applicable, to present information about the case, to question the basis for the decision which the subsidy and/or policy unit has made, and to have an explanation of the eligibility requirements as they pertain to the claimant's situation.
- C. Consider carefully the information presented at the hearing and reaching a decision about the claimant's eligibility. In making this decision, DECCD will not use any material that was not discussed with the claimant during the hearing or not made available to the hearing officer at the time of the hearing.
- D. Notify the claimant of the decision reached by the Director of DECCD. These notices shall give information about the individual's right to appeal to the Executive Director of the Mississippi Department of Human Services.

(9) TIME AND PLACE OF HEARING

- A. The notice of the hearing shall be sent via postal mail, email, phone, and/or text message to the claimant at least five (5) days before the scheduled hearing day. The hearing shall be held at the office of the Director of the Division of Early Childhood Care and Development (DECCD).

(10) WHO MAY ATTEND

- A. A Mississippi Department of Human Services (MDHS) agency attorney shall serve as the Hearing Officer. The hearing is an orderly but informal proceeding, much in the nature of a conference. The term informal refers to the fact that regular court procedures, such as swearing in, are not followed. However, at the discretion of the Hearing Officer, he/she may swear in all persons present for the purpose of holding the hearing. A ruling of the State Attorney General empowers state staff with the authority to administer oaths and affirmations in accordance with state statute. The hearing shall not be open to the public. Those who should attend the hearing are the individual/claimant, his/her representative if applicable, the Hearing Officer, and the Director of the Division of Early Childhood Care and Development (DECCD). All other persons who attend will attend only for the purpose of representing the state agency. All persons who attend the hearing shall be asked to give information pertinent to the issues under consideration.

(11) GROUP HEARINGS

- A. A group hearing can be held for a number of claimants under the following circumstances:
 - i. DECCD may consolidate the cases and conduct a single group hearing when the only issue involved is one of a single law or agency policy.
 - ii. The claimants may request a group hearing when there is one issue of agency policy common to all of them.
- B. Each individual claimant in a group hearing must be permitted to present his/her own case and be represented by his/her own lawyer or to withdraw from the group hearing and have his/her case heard individually.

(12) HOLDING THE HEARING

- A. The Hearing Officer will be a neutral observer who will conduct the hearing. The Director of DECCD will listen to both sides and then make a decision based upon the evidence that is provided.
- B. An administrative hearing is an informal proceeding that gives both parties their due process rights and a forum to provide evidence. An administrative hearing is not an adverse process. Questions shall only be asked for clarification. If a party has legal representation, the attorney shall only give legal advice to his/her client and not for direct or cross examination.
- C. The Hearing Officer shall open the hearing with an explanation of the purpose of the hearing and the manner in which it will be conducted. The Hearing Officer shall explain that the final decision regarding the dispute or the eligibility/ineligibility of the claimant will be made by the Director of DECCD on the basis of the facts brought out in the hearing and that the claimant will be notified by letter of the decision and the reasons why the decision was reached.
- D. The Hearing Officer shall make a general statement on eligibility requirements. The Hearing Officer shall define the issue in a way that the claimant can understand.
- E. The claimant shall be given an opportunity to make a full statement concerning his/her claim and shall be given assistance in bringing out all information on which he/she bases the claim. All persons representing the claimant and any state representatives shall have opportunity to state all facts pertinent to the points at issue and to make corrections or modifications in statements made by themselves or others testifying.

- F. The claimant shall have the privilege of examining written evidence, of questioning or refuting oral and written testimony, and of otherwise developing facts relevant to the issue or issues at hand, under the active leadership of the Hearing Officer.
- G. At all hearings, each party, witness, attorney, representative, or other person must show proper dignity, courtesy, and respect for the Hearing Officer and others participating and observing the hearing. The Hearing Officer is authorized to act as he/she considers necessary to maintain proper decorum and conduct. Actions may include but are not limited to recessing the hearing to be reconvened at another time or excluding from the hearing any party under conditions that the Hearing Officer considers fair and just.

(13) SUMMARY AND DECISION

- A. The Director of the DECCD shall have the responsibility of preparing a statement summarizing the facts brought out in the hearing, indicating the policy governing the issue at hand, and making a final decision based on the facts presented. The decision shall be based only on evidence, testimony, and documents used at the hearing.
- B. The decision of the Director of DECCD is final and binding. When changes in the individual's situation, in the law, or in policy come about after a hearing decision has been made, the DECCD staff shall take regular action as they would with any other case.
- C. The Director of DECCD shall provide any necessary instructions to the subsidy unit for making money payments or adjustments.
- D. The decision of the Director of DECCD shall be put in writing. A copy of the decision shall be mailed or furnished to the claimant and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the claimant mails or delivers to the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director of the Mississippi Department of Human Services or his/her designee, DECCD shall proceed in accordance with the decision of the Director of DECCD.

(14) SECOND REQUEST

- A. The decision of MDHS is final. Should a claimant appeal a second time without a change in his/her circumstances or agency policy, the Director of DECCD shall contact the claimant in writing explaining this fact. If the individual's circumstances or policy has changed, the individual may request a new administrative hearing.

(15) STATE REVIEW OF THE ADMINISTRATIVE HEARING

- A. When the claimant receives an adverse decision during an administrative hearing, he/she may request that the Executive Director of the Mississippi Department of Human Services or his/her designed review the findings and decision made on that hearing. The claimant has thirty (30) days from the date of the decision to submit a written request for an appeal.
- B. If additional information is needed, the MDHS Executive Director shall contact the DECCD.
- C. The MDHS Executive Director shall review the administrative hearing record to determine:
 - i. Whether the record contains the essential information on the eligibility factors involved.

- ii. That the summary of the agency conference contains a resume of the information that the individual brought out at the administrative hearing.
 - iii. That the decision of MDHS was based on the evidence in the administrative hearing record and was in line with appropriate policy and regulation.
- D. If the MDHS Executive Director finds that the Director of DECCD's decision was correct, he/she shall prepare a document summarizing the issue and the basis for the decision. For instances in which the Executive Director finds that the facts in the record are inadequate or that incorrect policy has been applied, he/she shall direct the DECCD to get the facts or use correct policy and change the decision, reinstate the payment, or correct the amount of payment retroactively to the date of erroneous action.
- E. Pending final decision of the Executive Director or his/her designee, DECCD shall proceed in accordance with the decision of the Director of DECCD.

11. FRAUD AND ABUSE

This section outlines the policies and procedures for handling alleged or substantiated fraud in the Child Care Payment Program (CCPP) by a parent and/or provider.

11.1 POLICY STATEMENT

Any parent or provider who applies for or receives CCDF subsidies by using false statements, or any person who assists a parent or provider to receive such public assistance with knowledge of false statements, is committing fraud. If a suspicion of fraud is investigated and substantiated, the Director of the Division of Early Childhood Care and Development (DECCD) shall exercise discretion in determining the sanctions against the responsible party, which may include the following: recoupment of improper payments, suspension, debarment, or criminal prosecution.

11.2 TYPES OF IMPROPER PAYMENTS

- (1) An Administrative Error occurs when DECCD staff takes an incorrect action or fails to take an action that causes an improper payment.
- (2) An Intentional Program Violation (IPV) occurs when a parent or provider intentionally falsifies, misrepresents, or withholds information that could result in a family or provider becoming ineligible or approved or in reduced family benefits. Examples of IPVs include but are not limited to the following: overclaiming payment for child care services rendered, claiming payment for a child who no longer attends the child care facility, failing to maintain sign-in/sign-out sheets, forging sign-in/sign-out sheets, forging change-of-provider forms, forging signatures, failing to charge copayments, and having multiple certificates for the same child. Intentional Program Violations are considered fraudulent, and all Suspected Intentional Program Violations (SIPVs) shall be referred to the MDHS Division of Program Integrity (DPI).

11.3 MDHS DIVISION RESPONSIBILITIES

- (1) DECCD may conduct an internal audit of an Administrative Error if all the documentation necessary to conduct the audit is available to DECCD staff. Any findings that result from an internal audit shall be communicated to the responsible or affected party. This communication may be electronic. DECCD shall place the responsible or affected party on a recoupment plan to recover the improper payment. The recoupment plan may include garnishment of future CCPP payments. Payment plans shall not exceed twelve (12) months.

- (2) DECCD shall refer all Suspected Intentional Program Violations to DPI. DECCD staff shall not attempt to investigate any SIPVs on the part of a parent and/or provider. DECCD staff shall compile any documentation in their possession to support an investigation of suspected fraud or misuse of funds. Compiled documentation shall be referred directly to the Director of the DECCD for referral to DPI for investigation. When an SIPV is referred, DPI may decide to conduct an audit or a fraud investigation based on the allegations and compiled documentation. DECCD staff shall not alert the parent and/or provider of any suspicion of fraud or misuse of funds while a DPI audit or investigation is pending. No DECCD staff member shall communicate with a provider or person of interest during an investigation of an SIPV. Funding shall continue during the audit or investigation.

11.4 REFERRALS TO THE MISSISSIPPI STATE DEPARTMENT OF HEALTH

- (1) Any suspicion on the part of a DECCD or DPI staff member that a licensed center is not in compliance with the *Regulations Governing Licensure of Child Care Facilities* shall be reported immediately to the Mississippi State Department of Health (MSDH).
- (2) Licensure violations shall only be included in the findings of an audit or fraud investigation conducted by an MDHS employee when those violations result in an improper payment, such as attendance in excess of licensed capacity. A child care facility with a suspected licensure violation may remain CCPP approved until the facility is closed by MSDH.
- (3) Licensure violations that shall be reported to MSDH include but are not limited to:
 - A. Attendance in excess of licensed capacity;
 - B. Improper child-to-staff ratios;
 - C. Use of corporal punishment or verbal abuse;
 - D. Forged director or staff credentials;
 - E. Forged professional development certificates;
 - F. Substandard facilities; or
 - G. Environmental hazards.

11.5 AUDIT FINDINGS

- (1) At the conclusion of an audit, DPI shall compile a report of any findings that will be briefed to the DECCD. During said briefing, DECCD shall direct DPI to initiate the recoupment process for any DPI audit that has resulted in questionable costs or improper payments. While not all audit findings are considered fraudulent, the report shall include and clearly indicate any activity that appears to be fraudulent, and such findings shall be subject to the fraud sanctions outlined in Sections 11.6 - 11.9. Individuals with repeated audit findings shall also be subject to fraud sanctions.
- (2) DECCD shall communicate the findings of the audit to the responsible party. Communication may be electronic. The correspondence shall include the total amount of funds to be recouped by DPI.
- (3) Any audit findings of apparent fraud shall be recorded in the Child Care Payment System (CCPS).

11.6 SUBSTANTIATED INTENTIONAL PROGRAM VIOLATIONS

- (1) At the conclusion of a fraud investigation, DPI shall report any findings of fraud to the DECCD.

- (2) Upon a finding of substantiated fraud, the Director of DECCD shall utilize discretion in the administration of fraud sanctions, which may include:
 - A. Recoupment of improper payments;
 - B. Suspension or debarment from the CCPP; or
 - C. Criminal prosecution.
- (3) DECCD shall communicate the results of the investigation to the responsible party. Communication may be electronic. The correspondence shall detail any sanctions imposed at the discretion of the Director of DECCD. The correspondence as well as any record of substantiated fraud shall be recorded in the Child Care Payment System (CCPS).

11.7 SUSPENSION AND DEBARMENT

- (1) Upon the first offense, substantiated fraud on the part of a parent or provider may result in suspension from the CCPP for a period of one year. Repeat offenders are subject to permanent disbarment from the CCPP.
 - A. During suspension, a parent shall not apply for or receive CCPP funding until the date indicated on the Notice of Suspension.
 - B. During suspension or upon debarment, a provider shall not hold any administrative position in a facility or home in which CCPP subsidies are received. Additionally, the provider shall not hold any position responsible for the recording or tracking of enrollment and attendance or for the completing and reporting of family/child status and/or enrollment and attendance.
- (2) In the event that fraud is substantiated in a child care facility and the center/provider is suspended or permanently disbarred from the CCPP or if the child care facility fails to meet the corrective action plan for a critical violation by the follow-up inspection, DECCD shall assist the parent(s) with locating an alternative child care facility or home without an interruption in child care services, unless the parent(s) chooses to keep their child(ren) at the center and forfeit CCPP funding. In this situation, a notarized statement of fact from the parent(s) must be retained by DECCD. If it is determined that fraud was committed by a parent, the provider shall be allowed two (2) weeks' notice of termination.

11.8 RECOUPMENT OF FUNDS

- (1) DECCD shall be responsible for administering any recoupment plan that is the result of an internal audit.
- (2) DPI shall be responsible for administering any recoupment plan that is the result of any audit or fraud investigation that was conducted by DPI. DPI shall employ the following steps to recoup funds based upon substantiated fraud:
 - A. Issue a letter outlining the violated DECCD policy, the total amount of funds to be repaid, the legal action to be pursued if the parent or facility owner fails to cooperate, and a response time frame of 15 calendar days. The letter and a report shall be sent to the alleged offender by certified mail. A copy of the letter shall be retained by DPI and the Director of DECCD.
 - B. Track receipt of payments on a case-by-case basis until all funds have been recouped.
 - C. File criminal charges with the appropriate local law enforcement agency if the parent or provider fails to cooperate.

(3) DPI shall report to DECCD the total funds recouped within the Fiscal Year (FY).

11.9 CRIMINAL PROSECUTION

- (1) Findings of substantiated fraud are subject to criminal prosecution at the discretion of the director of DECCD. Upon such a recommendation, DPI shall be responsible for pursuing criminal prosecution of the responsible party. Criminal prosecution shall be consistent with state and federal law.
- (2) When fraud is substantiated and DPI pursues criminal prosecution, the following steps shall occur:
 - A. Applicable criminal charges shall be filed with the appropriate local law enforcement agency.
 - B. Upon conviction, funds shall be recovered through restitution ordered by the court. Checks issued by the court for restitution shall be made payable to Treasurer, State of Mississippi, and mailed directly to DPI.
 - i. Whether or not a conviction results, funds may be recouped by DPI, and the responsible party may be suspended or disbarred from the CCPP.
 - C. DPI staff shall track receipt of checks issued for payment of restitution on a case-by-case basis until all funds have been recovered.

Title 18: Human Services

Part 17: Division of Early Childhood Care and Development

Part 17 Chapter 1: Child Care Payment Program Policy Manual

Child Care Payment Program (CCPP) Policy Manual

Effective October 1, 2016

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF EARLY CHILDHOOD CARE AND DEVELOPMENT
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Table of Contents

1. __ INTRODUCTION	1
2. __ GENERAL	1
2.1 LEGAL AUTHORITY	1
2.2 PURPOSE	1
2.3 NON-DISCRIMINATION	2
2.4 GLOSSARY OF TERMS	2
3. __ APPLICATIONS PROCEDURES FOR FAMILIES	10
3.1 PARENTAL CHOICE	10
3.2 APPLICATION PROCEDURES	10
3.3 APPLICATION PROCEDURES FOR CHILDCARE SLOTS WITH A DECCD- APPROVED SLOT PROVIDER.....	11
3.4 NON-AVAILABILITY OF FUNDS	11
4. __ ELIGIBILITY REQUIREMENTS FOR CHILDREN	12
4.1 ELIGIBILITY PRIORITY POPULATIONS	12
4.2 ELIGIBILITY DETERMINATION FOR SERVICES	13
4.3 12-MONTH CCPP ELIGIBILITY PERIOD	18
4.4 REDETERMINATION OF ELIGIBILITY	18
4.5 AREAS WITH HIGH CONCENTRATIONS OF POVERTY	22
5. __ CO-PAYMENT FEES	23
5.1 DETERMINING CO-PAYMENT FEES	23
5.2 ASSESSING CO-PAYMENT FEES PER CHILD	23
5.3 NON-PAYMENT OF CO-PAYMENT FEES	24
5.4 CO-PAYMENT RECOUPMENT/REPAYMENT	24
5.5 PRORATING CO-PAYMENT FEES	24
6. __ INTERRUPTION OF CHILD CARE SERVICES	25
6.1 REASONS FOR TERMINATION	25
6.2 CHANGE IN PROVIDER	25
7. __ CHILD CARE CONSUMER EDUCATION	25
7.1 CHILD CARE CONSUMER EDUCATION WEBSITE	26
7.2 DEVELOPMENTAL SCREENINGS	27
7.3 INSPECTION REPORTS	27
8. __ PARENTAL COMPLAINTS AND COMPLAINT INVESTIGATIONS	27

8.1 CHILD CARE FACILITY COMPLAINT HOTLINE.....	27
8.2 COMPLAINT INVESTIGATIONS	28
9. PROVIDERS	30
9.1 ELIGIBILITY PROCESS FOR CCPP-APPROVED PROVIDERS.....	30
9.2 PROVIDER REGISTRATION.....	32
9.3 BACKGROUND CHECK.....	33
9.4 ORIENTATION TRAINING	34
9.5 PAYMENTS TO PROVIDERS FOR CHILD CARE SERVICES	35
9.5.1 SIGN-IN/OUT SHEETS.....	35
9.5.2 PAYMENT LEDGER PROCESSES.....	35
9.5.3 LEDGER PAYMENTS	35
9.5.4 RATES AND CENTER POLICIES	36
9.5.5 ALLOWABLE LEAVE TIME FOR PARENTS	37
9.5.6 OVER-PAYMENTS AND UNDER-PAYMENTS.....	38
9.5.7 ABSENTEES AND NOTICE.....	39
9.5.8 CHANGES IN TAX IDENTIFICATION.....	39
9.5.9 TAX IDENTIFICATION AND FEDERAL BACKUP WITHHOLDING	39
9.6 PROVIDER REIMBURSEMENT	40
9.7 MONITORING PROCEDURES.....	40
9.8 EMERGENCY/DISASTER PREPAREDNESS AND RESPONSE.....	49
9.8.1 EMERGENCY/DISASTER PREPAREDNESS AND RESPONSE (EPR) PLAN	49
9.8.2 OTHER URGENT OR EMERGENCY INCIDENTS	50
9.8.3 DECCD RESPONSIBILITIES	51
9.9 DEVELOPMENTAL AND BEHAVIORAL SCREENINGS.....	51
9.10 SOCIAL EMOTIONAL BEHAVIORAL HEALTH.....	51
9.11 PROFESSIONAL DEVELOPMENT	52
9.11.1 TRAINING REQUIREMENTS FOR CHILD CARE PROVIDERS AND PERSONNEL.....	52
10. DISPUTES AND ADMINISTRATIVE HEARINGS	55
11. FRAUD AND ABUSE	60
11.1 POLICY STATEMENT	60
11.2 TYPES OF IMPROPER PAYMENTS.....	60
11.3 MDHS DIVISION RESPONSIBILITIES	60
11.4 REFERRALS TO THE MISSISSIPPI STATE DEPARTMENT OF HEALTH	61

11.5 AUDIT FINDINGS 61

11.6 SUBSTANTIATED INTENTIONAL PROGRAM VIOLATIONS 61

11.7 SUSPENSION AND DEBARMENT 62

11.8 RECOUPMENT OF FUNDS 62

11.9 CRIMINAL PROSECUTION 63

MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
Division of Early Childhood Care and Development
CHILD CARE PAYMENT PROGRAM POLICY MANUAL

1. INTRODUCTION

This manual contains the policies, procedures, rules, and responsibilities for the Mississippi Child Care Payment Program (CCPP), administered by the Division of Early Childhood Care and Development (DECCD) in the Mississippi Department of Human Services (MDHS). The CCPP is designed to assist low-income Mississippi families by offering a seamless system of high-quality child care to recipients of Child Care and Development Fund (CCDF) subsidies. The CCDF provides federal funds to subsidize the cost of child care for low-income families who are engaged in work, education, or job training and who have children under the age of 13 or children under age 19 who have special needs. Information contained in this manual is in compliance with the Child Care and Development Block Grant (CCDBG) Act of 2014, CCDF regulations, and the CCDF state plan. The CCDBG is designed to improve the overall quality of child care by defining health and safety standards for child care providers, enhancing the child care workforce, and offering CCDF recipients a choice in affordable child care from all available child care providers who participate in the CCPP. DECCD must assist eligible parent(s) in pursuing child care assistance by providing a list of CCPP-approved providers and access to information on child development while helping parents make informed consumer choices. DECCD also provides assistance and support to child care providers who aspire to offer the best quality child care possible. CCPP-approved providers are responsible for providing early childhood learning in an environment that meets health and safety standards outlined in the CCDBG.

2. GENERAL

This section describes the legal authority of the Mississippi Department of Human Services (MDHS) as the Lead Agency in administering the Child Care Payment Program (CCPP) and the purpose of the CCPP and the Child Care and Development Fund (CCDF). This section includes a list of key terms and their definitions.

2.1 LEGAL AUTHORITY

The Mississippi Department of Human Services (MDHS) and the Division of Early Childhood Care and Development (DECCD) administer the Child Care Payment Program (CCPP) and other programs and services funded by the Child Care and Development Fund (CCDF). The CCDF is authorized by the Child Care and Development Block Grant (CCDBG) Act of 2014, Section 418 of the Social Security Act, and the Personal Responsibility and Work Opportunity Act of 1996 (P.L. 104-193). The CCDF is also authorized by amendments to the CCDBG regulations at 45 CFR 98 and published in the Federal Register, December 24, 2015, at 80 FR 80465.

2.2 PURPOSE

(1) The purpose of the Child Care Payment Program (CCPP) policy manual is to inform CCPP-approved providers about requirements for protecting and maintaining the health, safety, and well-being of children receiving child care assistance from CCDF subsidies as required by the CCDBG Act of 2014. This manual also intends to inform parents about eligibility requirements and the application process for child care assistance from CCDF subsidies.

- (2) The purpose of the CCPP, administered by the Mississippi Department of Human Services (MDHS), Division of Early Childhood Care and Development (DECCD), is to assist eligible, low-income Mississippi families, while they engage in work, education, or job training via the state's established workforce system, by offering a seamless system of high-quality child care to recipients of CCDF subsidies.
- (3) Per federal regulations §98.1, 80 FR 80562 (December 24, 2015), the purposes of the CCDF are to:
- A. Allow states to develop child care programs and policies that best meet the needs of its children and families;
 - B. Give families a choice in selecting child care services;
 - C. Offer consumer education to increase awareness of child care services and encourage families to become involved in their child's development in child care settings;
 - D. Maximize parents' options and support families seeking independence from public assistance;
 - E. Improve the quality of the state's child care services;
 - F. Improve the child care and development of children receiving CCDF subsidies;
 - G. Increase the share of low-income families and children, such as those served by the Temporary Assistance for Needy Families (TANF) program, Transitional Child Care (TCC) families, or homeless families and children, receiving high-quality child care services.

2.3 NON-DISCRIMINATION

Individuals shall not be discriminated against on the basis of race, color, national origin, religion, sex, age, sexual orientation, gender identity, or disability in the provision of child care services.

2.4 GLOSSARY OF TERMS

ABSENT DAY

Any day during which child care would have been provided to a child, who must be approved and scheduled to be in the care of the provider, if the child had been in attendance.

ADULT

A person who is age eighteen (18) years of age or older.

ATTENDING EDUCATIONAL/JOB TRAINING

Full-time enrollment in an education and/or job training program resulting in a degree or certificate designed to promote job skills and employability. Full-time enrollment is defined by the institutions providing the education and/or job training program.

AUTHORIZED REPRESENTATIVE

An individual who, via written authorization by the parent or legal guardian, may speak or act on the parent's behalf. Written authorization must come to the child care center or DECCD directly from the parent or legal guardian and be maintained in the appropriate file.

BEFORE- AND AFTER-SCHOOL CARE

Child care services for school-age children or those attending other educational programs such as Head Start or public pre-K during the hours before and after the regular school day. The regular school day is defined by the educational program providing the child care services.

CARE GIVER

An individual at least eighteen (18) years of age with at least a high school diploma or equivalent (GED) who provides direct child care, supervision, and guidance to an eligible child.

CATEGORIES OF CARE

Per federal regulations (§ 98.2, 80 FR 80563 (Dec. 24, 2015)), this term refers to center-based child care, family child care, and in-home child care.

CCPP-APPROVED PROVIDER

A licensed or unlicensed child care provider who has been deemed eligible for CCPP reimbursement by DECCD.

CHILD CARE AND DEVELOPMENT FUND (CCDF)

A federally funded program designed to improve the quality of child care and provide access to child care services for eligible low-income families so they can work or attend an education or job training program.

CHILD CARE CERTIFICATE

Issued by DECCD directly to a parent(s) who has been determined eligible for CCDF funds. The certificate may only be used as payment for child care services. A child care certificate is assistance to the parent, not assistance to the provider.

CHILD CARE MONTHLY CO-PAYMENT FEES FOR PARENTS

A system of cost-sharing based on income and size of the family for families who participate in the Child Care Payment Program. Parents are required to pay a monthly co-payment fee to their child care provider of choice as a condition of program participation. Families receiving TANF and homeless families with no countable income are exempt from the co-payment requirement.

CHILD CARE PAYMENT PROGRAM (CCPP)

A program administered by MDHS that provides child care assistance to eligible low-income families.

CHILD CARE SERVICES

Care provided for a fee by a child care provider to an eligible child or children in the parent or guardian's absence.

CHILD CARE SLOT FACILITY

A child care facility in receipt of funds to provide child care services according to the requirements in their subgrant agreement with DECCD.

CHILD CARE SLOT PROVIDER

A child care provider in receipt of funds to provide child care services according to the requirements in their subgrant agreement with DECCD, or an awarded fiscal agent providing child care slot services across other child care programs.

CHILD CARE WEEK

The period of time that child care is provided per week. The child care week may cover up to seven (7) days, as long as the DECCD Weekly Child Care Reimbursement rate is not exceeded and the child does not receive care in excess of 84 hours during a Sunday through Saturday week.

CHILD WITH SPECIAL NEEDS

A child under the age of 19 who meets the Supplement Security Income (SSI) definition of disability by having a medically determinable physical or mental impairment that results in marked and severe functional limitations, that can be expected to result in death, or that has lasted or can be expected to last for a continuous period of not less than twelve (12) months. Documentation of SSI benefits is sufficient to determine priority eligibility for child care. In the absence of SSI benefits, the applicant must submit a statement to DECCD from the child’s physician indicating that the child’s condition renders them incapable of age-appropriate self-care activities AND requires additional personnel with specialized training to help them function in a child care environment.

CRITICAL VIOLATION

Violation of rule(s) identified by the Mississippi State Department of Health (MSDH) in the *Regulations Governing Licensure of Child Care Facilities* as most critical because non-compliance with those rules poses a threat to the health, safety, or well-being of the children in care and to the operation of the center. A list of these critical violations is available on the DECCD website and the state’s child care consumer education website.

DEGREES OF KINDRED ACCORDING TO THE LAW

The first degree of kindred refers to parents and children. The second degree of kindred refers to siblings (brothers and sisters), grandparents, and grandchildren. The third degree of kindred refers to uncles, aunts, nieces, nephews, great-grandparents, and great-grandchildren.

DIRECTOR

Per federal regulations, a person who has primary responsibility for the daily operations management of a child care provider, which may be a family child care home and which may serve children from birth to kindergarten entry and/or school-age children (§ 98.2, 80 FR 80563 (Dec. 24, 2015)).

EARLY CHILDHOOD DEVELOPMENT PROGRAM

A preschool program (ages birth to kindergarten) that provides child care services to eligible low-income parents who are working or enrolled in an educational or job training program.

EDUCATIONAL PROGRAM/JOB TRAINING

A program offering educational or job training content. These programs must be accredited by the State of Mississippi or a national organization.

ELIGIBLE CHILD

A child whose parent(s) or legal guardian(s) meet the eligibility requirements as set forth by the CCDBG Act.

ELIGIBILITY PERIOD

A period of at least twelve (12) months that a family is determined eligible for CCDF child care subsidies.

EMERGENCY PREPAREDNESS

Per the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5195a(a)(1)), all activities and processes designed to prepare for an unsafe event and deal with the immediate emergency conditions created by or associated with the event.

ENGLISH LANGUAGE LEARNER

An individual who is limited English proficient, as defined in Section 637 of the Head Start Act.

EXTENDED DAY CHILD CARE

Before- and after-school care for Early Head Start and Head Start children (birth up to age 5) and school-age children (ages 5-12) who need such care due to the work, education, or job training schedule of their parent(s).

FAMILY

A unit where a child resides with a parent who is related by blood, marriage, adoption, or legal guardianship.

FAMILY CHILD CARE HOME

An occupied residence in which shelter and personal care are regularly provided for five or fewer children who are not related to the provider within the third degree computed according to the civil law, who are less than 13 years of age, and who are provided care for any part of the 24-hour day (Miss. Code § 43-20-53). These homes may voluntarily register with the Mississippi State Department of Health (MSDH) and must be registered with the Division of Early Childhood Care and Development (DECCD) within the Mississippi Department of Human Services (MDHS) to participate in the CCPP.

FAMILY CHILD CARE PROVIDER

One or more individuals who provide child care services for fewer than 24 hours per day per child, as the sole care giver, in their private residence, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training. No parent or guardian receiving assistance from the CCPP may provide care for their own child in this setting.

FAMILY OF ONE

A child receiving child care services based upon his/her income received from SSI, foster board payment, and other sources.

FRAUD

Any instance in which a parent or provider applies for or receives CCDF subsidies by using false statements or any instance in which any person assists a parent or provider to receive such public assistance with knowledge of false statements.

FULL-TIME CHILD CARE

Child care provided for six or more hours of a 24-hour day. Full-time child care should meet the needs and reflect the work, education, or job-training schedule of the parent with a maximum of 30 minutes of travel time each way.

GROSS INCOME

The parent's income before any deductions.

HEALTHY HOMES MISSISSIPPI (HHM)

A home-visiting program offered by MDHS that serves low-income pregnant mothers and families with children younger than three months old. The program is designed to link parents with various community services, child development and nutrition resources, and safety education. Program staff are a source of emotional and practical support for new parents.

HOMELESS CHILDREN

The McKinney-Vento Homeless Education Assistance Improvements Act of 2001 defines homeless children and youth as "individuals who lack a fixed, regular, and adequate nighttime residence." Examples of homeless children and youth include those who 1) share the housing of other persons due to loss of housing, economic hardship, or a similar reason (sometimes referred to as doubled-up); 2) live in motels, in hotels, or on camping grounds due to lack of adequate alternative accommodations; 3) live in

emergency or transitional shelters; 4) were abandoned in hospitals; 5) await foster care placement; 6) have a primary nighttime residence that is not ordinarily used as a regular sleeping accommodation for human beings; 7) live in caves, parks, public spaces, abandoned buildings, substandard housing, and bus or train stations; and 8) are migratory children and youth living in any circumstances described above.

INCOME

Funds received by all applicable individuals as described in this policy that are not supplemented by any public assistance other than medical assistance or the Supplemental Nutrition Assistance Program (SNAP) and that do not exceed 85 percent of the State Median Income (SMI).

INFANTS

Children from birth through 12 months.

IN-HOME CHILD CARE PROVIDER

An individual who provides child care services in the child's own home but maintains a separate residence. No parent or guardian receiving assistance from the CCPP may provide care for their own child in this setting.

IN LOCO PARENTIS

In place of a parent, such as a guardian, relative, or friend with whom the child resides if the child's parent is unable to act as the parent or has delegated his or her authority to someone else. The term describes someone who provides care and supervision like a parent but without going through the formalities of legal adoption or guardianship. Requires submission of a Guardianship/In Loco Parentis Verification form as part of the Child Care Payment Program (CCPP) application process on the Division of Early Childhood Care and Development (DECCD) website or the state's child care consumer education website.

LEAD AGENCY

The Mississippi Department of Human Services (MDHS) is the state entity that serves as the Lead Agency for the administration of programs and services funded by the Child Care and Development Fund.

LICENSED CHILD CARE FACILITY

A non-residential facility that is licensed by the Mississippi State Department of Health (MSDH) to regularly provide shelter and personal care for six or more children who are not related to the operator within the third degree computed according to the civil law and who receive care for any part of a 24-hour day (Miss. Code § 43-20-5). No parent or guardian receiving assistance from the CCPP may provide care for their own child in this setting.

LICENSED CHILD CARE PROVIDER

A provider licensed to provide child care services for fewer than 24 hours per day per child in a non-residential setting, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training. No parent or guardian receiving assistance from the CCPP may provide care for their own child in this setting.

LICENSING OR REGULATORY REQUIREMENTS

Requirements necessary for a provider to legally provide child care services in a state or locality, including regulations and requirements established under State, Local, or Tribal law. The Mississippi Child Care Licensing Law (see Miss. Code §43-20) provides the legal authority under which the Mississippi State Department of Health (MSDH) prescribes minimum regulations for child care facilities defined under the law.

LOW-INCOME

Income that is greater than 50 percent of the State Median Income (SMI) but equal to or less than 85 percent of the SMI.

MINIMUM CO-PAYMENT FEE

An assessment of \$10.00 per month for full-time child care services and \$5.00 per month for part-time child care services.

MDHS TANF CASEWORKER

An employee of the Mississippi Department of Human Services (MDHS) Division of Field Operations who provides case management services, supportive services, and referrals for child care services to active TANF participants at the local/county level.

NATURAL DISASTER

Per Section 602(a)(1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5195a(a)(1)), refers to catastrophic events that cause, or may cause, substantial damage or injury to civilian property or persons. Examples of these events include but are not limited to hurricanes, tornados, floods, earthquakes, fires, or snowstorms.

NONTRADITIONAL CARE

Includes week night care and supervision of children for less than 24 hours per day within the twelve hours between 6:00 p.m. and 5:59 a.m., or weekend care and supervision of children between 6:00 p.m. Friday and 5:59 a.m. Monday.

NOTICE OF REDETERMINATION

Informs the parent and provider of a child's upcoming redetermination of eligibility. Redetermination is based upon the 12-month anniversary of the child's initial eligibility or prior redetermination. The parent will be sent a 60-day and then a 30-day Notice of Redetermination through postal mail and/or email. Notice of Redetermination includes instructions for submitting the online redetermination application, a list of supporting documentation to determine eligibility that the parent must submit, and a due date by which the application and supporting documentation must be submitted to maintain continuity of child care.

PARENT

A mother or father by blood, marriage, or adoption; a legal guardian; or another person standing in loco parentis.

PARENT WITH A DISABILITY

A parent who meets the SSI definition of disability by being unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or that has lasted or can be expected to last for a continuous period of not less than twelve (12) months. Documentation of SSI benefits is necessary to determine priority eligibility for child care. If the parent with disability is unable to manage their personal affairs, the application should be made in the name of the parent/guardian or the responsible adult. If the parent with disability receives SSI, the co-payment of \$10.00 should be applied to the family.

PART-TIME CHILD CARE

Child care provided for fewer than six (6) hours of a 24-hour day.

PRESCHOOL-AGE CHILD

Children from three (3) years of age up to their first day of kindergarten.

PROVIDER

The entity providing child care services as defined in this document.

REDETERMINATION OF ELIGIBILITY

Eligibility for child care assistance through the Child Care Payment Program (CCPP) will be redetermined at the end of a 12-month eligibility period.

RESIDING/LIVING WITH

Living with, including taking meals and sleeping in the same house, for a majority of a seven-day period beginning Sunday and ending Saturday.

SEASONAL WORKERS

Individuals who are temporarily unemployed due to the nature of their work.

SCHOOL-AGE CHILD

A child who is five (5) years of age or older and eligible to be enrolled in public school.

SOCIAL SECURITY BENEFITS

May be paid to individuals and certain members of their family if the individual worked long enough and paid Social Security taxes.

STATE MEDIAN INCOME (SMI)

The median income of all Mississippi workers.

SUMMER CARE

Child care for eligible children during the summer months, when primary school settings are not in session.

SUPPLEMENTAL SECURITY INCOME (SSI)

A monthly payment to a person for having a medically proven physical or mental condition that causes marked and severe functional limitations that are expected to last at least 12 months in duration. Unlike Social Security Benefits, SSI benefits are not based on your prior work or a family member's prior work.

TEACHER

Per federal regulations, a lead teacher, teacher, teacher assistant, or teacher aide who is employed by a child care provider for compensation on a regular basis and whose responsibilities and activities are to organize, guide, and implement activities in a group or individual basis, or to assist a teacher or lead teacher in such activities, to further the cognitive, social, emotional, and physical development of children from birth to kindergarten entry and/or school-age children; and who may be a family child care provider (§ 98.2, 80 FR 80563 (Dec. 24, 2015)).

TEMPORARY ASSISTANCE FOR NEEDY FAMILIES (TANF)

Benefits offered through the block grant that replaced the Aid to Families with Dependent Children (AFDC) and Job Opportunities and Basic Skills (JOBS) program. Benefits are time-limited, mandating that families move quickly into work activities that lead to self-sufficiency.

TERMINATED CHILD CARE CERTIFICATE

A certificate that has been used as payment for child care services for a period of time and is no longer valid. Reasons that certificates would be terminated include but are not limited to the following: provision of false information used to issue/maintain a certificate, change in a provider, or lack of a request for reimbursement on a Child Care Certificate within 60 days after the certificate has been issued.

TODDLER

Any child who is more than 12 months old but less than 36 months old.

TRANSITIONAL CHILD CARE (TCC)

Up to 24 months of subsidized child care for eligible parents, issued by the MDHS Division of Field Operations.

VERY LOW-INCOME

Income at or below 50 percent of the State Median Income (SMI).

WITHOUT REGARD TO INCOME (WRI)

Income that is irrelevant; therefore, it is not to be considered. The only children who are to be considered WITHOUT REGARD TO INCOME are those in court-ordered cases and served by the Mississippi Department of Child Protection Services (MDCPS).

WORKING

Performing duties to earn a wage (for a minimum of 25 hours per week) or to complete educational/ job training such as practicums or internships (enrollment for education/training must be full time).

3. APPLICATIONS PROCEDURES FOR FAMILIES

This section describes application procedures for families who seek assistance for child care through the Child Care Payment Program (CCPP). Procedures for enrolling a child with a DECCD-approved child care slot provider are also included in this section. Procedures for the non-availability of funds conclude this section.

3.1 PARENTAL CHOICE

Parents have the right to choose the type of child care they would like for their child. The Division of Early Childhood Care and Development (DECCD) has categorized the choices available to parents as follows: a licensed child care center, family child care home, or in-home child care provider. Parents participating in the CCPP must select a CCPP-approved provider. No payments shall be issued for care provided while a provider is seeking to become a CCPP-approved provider.

3.2 APPLICATION PROCEDURES

- (1) DECCD accepts applications throughout the year. Client referrals from TANF, TCC, Healthy Homes Mississippi (HMM), homeless children, or the Mississippi Department of Child Protection Services (MDCPS) are accepted throughout the year from Case Managers. All families eligible to receive services shall be added to the CCPP, as funding allows. When funding is available, eligible families shall be served on a first-come, first-serve basis by date of application. When funding is not available, eligible families shall be added to the “Pending Funding” list (described in Section 3.4).
- (2) Applications must be completed online at the DECCD website or on the state’s child care consumer education website. Parents who do not have reliable internet access may visit their local public library or any other local public entity that might provide such service.
 - A. Before submitting an application, parents have the opportunity to review income eligibility requirements to determine if they qualify for assistance based on monthly gross income and family size. An eligibility checklist that includes a list of the required documentation to complete the application process is also available on the DECCD website and the state’s child care consumer education website for parents to review before submitting an application.
 - B. As part of the application process, parents must select a CCPP-approved provider. Parents may search for a CCPP-approved provider by name, type (identified in Section 3.1), city, or county on the DECCD website or the child care consumer education website. No payments will be issued for care provided while a provider is seeking to become a CCPP-approved provider.
 - i. Parents who choose a DECCD-approved slot provider should review the application procedures described in Section 3.3.
 - C. After a parent has submitted the application, DECCD shall send the parent an email that lists additional documentation (described in Section 4.2) the parent must submit to DECCD to confirm eligibility for child care assistance.
 - D. Parents requiring technical assistance in completing the application may contact DECCD or see their selected child care provider.
- (3) After submitting the application, parents shall return all required documentation at the request of DECCD via postal mail, electronic mail, or uploaded via web form. DECCD shall review the information to determine eligibility and send a written notice of eligibility, ineligibility, or non-availability of funds within ten (10) business days. Refer to Section 3.4 for policies and procedures

when no funding is available. If the parent falls within an eligibility priority group for which funds are available, a certificate shall be issued and emailed to the parent and the selected child care provider within one (1) business day of completion of the approval process.

- (4) DECCD shall inform families who apply for CCPP of other programs or services for which the family may be eligible. This information is provided in an email to applicants and shall include a link to Mississippi's child care consumer education website (described in Section 7.1).
- (5) Families who have been determined eligible for CCPP assistance should be prepared to give their selected CCPP-approved provider a Mississippi State Department of Health (MSDH) Certificate of Immunization Compliance Form 121 for each child enrolling in child care.
 - A. In accordance with CCDBG 658E(c)(3), homeless children and children in foster care who receive CCPP assistance shall be granted a twenty-four (24) hour grace period from the date of admission into a CCPP-approved child care program to obtain the necessary immunization records. Payment for these children during the grace period shall not be considered an error or an improper payment.

3.3 APPLICATION PROCEDURES FOR CHILDCARE SLOTS WITH A DECCD-APPROVED SLOT PROVIDER

- (1) Parents may choose to enroll their child(ren) with a provider who has contracted with DECCD to supply a given number of child care slots. These child care providers are referred to as slot providers. Slot providers may have slots available to CCDF-eligible families even when a family has been placed on the "Pending Funding" list (described in Section 3.4). Parents can search for local slot providers on the DECCD website or Mississippi's child care consumer education website.
- (2) In order to apply for a child care slot, parents must contact the slot provider directly to get pre-approval for enrollment in the program. A list of slot providers and their contact information shall be available on the DECCD website. If the slot provider has an open slot, the slot provider shall generate a unique approval code that the parent can use to complete the online parent application. The slot provider shall generate a separate approval code for each child that will be valid for a period of time.
- (3) The slot provider has complete discretion in determining the length of time that the slot will be held while the parent completes the online application process. When the slot provider generates the unique approval code, he or she can designate an expiration date when the approval code will no longer be valid. If the parent is unable to complete the application before the expiration date, the parent should contact the slot provider. If the slot provider still has an available slot, he or she can extend the expiration date.
- (4) Children must be determined eligible for child care subsidies by DECCD in order to fill a child care slot. DECCD has sole authority to determine eligibility for the child care subsidy program, including child care slots. However, DECCD has no authority over the pre-approval process. Slot providers have sole authority to issue approval codes and extend expiration dates for pre-approved slots.
- (5) A parent, whose initial point of entry into the CCPP is their child's enrollment with a slot provider, may be placed on the Pending Funding list if he or she needs to seek care from another provider.

3.4 NON-AVAILABILITY OF FUNDS

- (1) DECCD accepts applications for services throughout the year. When available funding has been expended, applicants shall receive notification that their application is "Pending Funding."

Applications with a status of “Pending Funding” shall remain in the online application system for a period of twelve (12) months. After this period, parents shall receive a notice via postal mail and/or email to update their application online. Parents who do not have reliable internet access may visit their local public library or any other public entity that might provide such service to access and update their online application. All applications not updated after thirty (30) days from notification shall be removed, and parents shall submit a new application if they wish to seek child care services at a future time.

- (2) Applications with a status of “Pending Funding” have not been determined eligible by DECCD staff. Once funding becomes available, applications with a status of “Pending Funding” shall be served according to the date of application. DECCD shall notify the parent via email and/or postal mail of the status change from “Pending Funding,” and the parent will be asked to submit required documentation. The parent shall be granted sixty (60) days to submit the required documentation. Once deemed eligible after required documentation is submitted, DECCD shall issue a certificate to the parent. All other applications shall remain in “Pending Funding” status and shall follow update procedures described above (1).

4. ELIGIBILITY REQUIREMENTS FOR CHILDREN

This section describes eligibility requirements for a child’s participation in the Child Care Payment Program (CCPP). In accordance with CCDBG 658P(4), a child must meet the following requirements to be eligible for services: (1) be under the age of 13 or under the age of 19 with special needs per the SSI definition of disability; (2) reside with a family whose income does not exceed 85 percent of the State Median Income (SMI) for a family of the same size and whose assets do not exceed \$1,000,000 (as certified by a member of the family); and (3)(a) reside with a parent(s) who is working, attending a job training program, or enrolled in an educational program or (b) receive, or need to receive, protection services and resides with a parent or parents not described in (3)(a). This section also identifies the populations that receive priority based on referrals from and participation in other MDHS programs. The criteria to be classified in each of the priority populations is described in this section, as is the supporting documentation required to determine eligibility. The initial eligibility period for child care services is also described and is followed by a subsection describing the redetermination of eligibility criteria. This section concludes with a discussion of the process that may be used to increase access to child care services in areas with high concentrations of poverty.

4.1 ELIGIBILITY PRIORITY POPULATIONS

If funds are available, eligible children and families are served on a first-come, first-served basis. Services to any and all populations are dependent upon the availability of funds. Funds are dedicated for referred clients (noted below). For all other populations, DECCD shall rely on the following priority list when determining how to initiate or terminate authorizations for child care:

1st Referred Clients

- A. Child care for Temporary Assistance for Needy Families (TANF) recipients;
- B. Child care for Transitional Child Care (TCC) recipients;
- C. Child care for children who are homeless (defined in the Glossary of Terms);
- D. Child care for children served by the Mississippi Department of Child Protection Services (MDCPS);

E. Child care for children served by the Healthy Homes Mississippi (HHM) home visitation program.

2nd Special needs populations whose income is less than 85 percent of the State Median Income (SMI), in the following order:

A. Children of single parents with disabilities;

B. Children with special needs;

C. Children of parent(s) deployed in the Mississippi National Guard or Reserve.

3rd Children of very low-income working parent(s) whose income is at or below 50 percent of the State Median Income (SMI), in the following order:

A. Children of teen parent(s) currently enrolled in high school full time;

B. Children of all other eligible parent(s) at this income level, including parents enrolled in an approved educational or job training program, whether working or not.

4th Based upon the availability of funding, children of parent(s) working the required 25 hours per week and/or are enrolled in an approved educational or job training program and whose income is greater than 50 percent but less than 85 percent of the SMI.

4.2 ELIGIBILITY DETERMINATION FOR SERVICES

(1) Eligibility Guidelines By Priority Group

A. Referred Clients

- i. TANF clients are not required to complete a CCPP application form. Eligibility for CCPP for TANF parent(s) is determined by the MDHS Division of Field Operations Case Manager for full- or part-time care. TANF clients shall receive a certificate based on the referral date entered by the TANF Case Manager. The TANF parent is required to comply with all the requirements of the TANF program in order to remain eligible for child care assistance.
- ii. Clients referred for Transitional Child Care (TCC) are not required to complete an application form. Eligibility for TCC is determined by the MDHS Division of Field Operations Case Manager. TCC clients shall receive a certificate based on the referral date entered by the Case Manager. Termination of child care services to clients receiving TCC may occur if the case manager determines that the client is not in compliance with case requirements prescribed by MDHS.
- iii. Homeless clients are not required to complete an application form. Eligibility for CCPP shall be determined by caseworkers within a MDHS-approved agency serving homeless families. Homeless clients shall receive a certificate based on the referral date entered by the referring agent/case manager.
- iv. Children being served by the Mississippi Department of Child Protection Services (MDCPS) are eligible for child care services without regard to income of the guardian. Children served by MDCPS shall receive funding based on the referral date entered by the case manager; an application form is not required.

- v. Children being served by the Healthy Homes Mississippi (HHM) home visitation program administered by MDHS are eligible for child care services. Children shall be served based on the referral date received from HHM Family Support Workers; an application form is not required.

B. Special Needs Populations With Income Less than 85 Percent of SMI:

- i. Children of single parents with a disability may be eligible for CCPP. The parent must meet the SSI definition of disability by being unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or that has lasted or can be expected to last for a continuous period of not less than twelve months. Documentation of SSI benefits is necessary to determine priority eligibility for child care. If the parent with a disability is unable to manage their personal affairs, the application should be made in the name of the parent/guardian or the responsible adult.
- ii. Children with special needs may qualify for child care under CCPP. In order to qualify, the parent(s) must be working at least 25 hours per week, be enrolled full-time in an educational program, or engaged in an approved job training program. Job-search activities through a local WIN Job Center, unpaid work hours required to complete course work for the school curriculum, and/or work study may be counted toward the work requirement for the parent. Documentation (described in (3) of this section) must be provided. The family's gross income must not exceed 85 percent of the State Median Income (SMI). Irregular hours of employment and income shall be averaged.
- iii. Children of parent(s) deployed in the Mississippi National Guard or Reserve may qualify for CCPP if the family's gross income does not exceed 85 percent of the State Median Income (SMI).

C. Very Low-Income Families:

- i. In order to qualify for full-time child care, the parent must be working at least 25 hours per week or be enrolled full-time in high school, in a full-time General Educational Development (GED) program, or in another approved educational or training program. Job-search activities through a local WIN Job Center or unpaid work hours required to complete course work for the school curriculum and/or work study may be counted toward the work requirement for the parent. Documentation (described in (3) of this section) must be provided. In a two-parent family, either each parent must be working at least 25 hours per week or one parent must be working at least 25 hours per week and the other parent must be enrolled in an approved full-time educational or training program. The family's gross income must be at 50 percent or below the State Median Income (SMI). Irregular hours of employment and income shall be averaged.

D. Low-Income Families:

- i. In order to qualify for full-time child care, the parent must be working at least 25 hours per week or be enrolled full-time in high school, in a full-time General Educational Development (GED) program, or in another approved educational or training program. Job-search activities through a local WIN Job Center or unpaid work hours required to complete course work for the school curriculum and/or work study may be counted

toward the work requirement for the parent. Documentation (described in (3) of this section) must be provided. In a two-parent family, either each parent must be working at least 25 hours per week or one parent must be working at least 25 hours per week and the other parent must be enrolled in an approved full-time educational or job training program. The family's gross income must be greater than 50 percent of the State Median Income (SMI) and at or below 85 percent of SMI. Irregular hours of employment and income shall be averaged.

E. Resident In/Out of State Students:

- i. If a parent attends school in/out of state, the application shall be made in the parent's name using the address where the child(ren) resides. Parents with residences outside the state of Mississippi shall apply with their state of residence.

(2) Income to be considered in calculating total family income:

- A. The gross income of the applicant and spouse should be considered if the spouse is living in the home. Spouse's income will not be considered in calculating total family income if the applicant and spouse are separated and residing in a separate residence. All income above or less than 40 hours per week is considered irregular income. Irregular income and commissions shall be averaged. For commissions and tips, the amount on the paycheck stub or statement from an employer shall be averaged and added to regular work income. Bonus monies shall not be considered as income. If a parent is self-employed, individual/family total income is considered.
- B. Social Security benefits for parents and child(ren) must be counted as income.
- C. If a parent receives Supplemental Security Income (SSI), it shall be counted as income. If a child(ren) receives SSI, the SSI for the child(ren) shall not be counted as income.
- D. Income earned by an adult living in the home, not married to the applicant but who is the biological parent of the child for whom services are being requested, shall be counted. Income or work status of another adult residing in the home with the applicant and to whom the applicant is not married shall not be counted. Such individuals shall not be considered in determining the size of the household unless they are the biological parents of the child(ren) for whom application for service is being made.
- E. As part of the income verification process, working parents who are not part of a referred population (described in Section 4.1) and who filed an income tax return shall provide a copy of their most recent federal income tax return to verify earned income tax credit (EITC).
- E. Child support
 - i. All parents must comply with Child Support Enforcement requirements in order to be eligible for child care assistance. Parents must complete a Verification for Child Support Services form as part of the application process.
 - ii. All single or separated parents who do not currently have an open child support case must contact the MDHS County Child Support Office for an appointment to open a case(s) or to request a statement that the child or children are exempt and the parent is excused from cooperating. Parents who have an existing order for child support issued by a judge are not required to contact the MDHS Division of Field Operations. Married parents are not required to have an open child support case.

iii. The MDHS Division of Field Operations may provide exemptions based upon Claims of Good Cause such as but not limited to:

- a. The noncustodial parent has caused physical and/or emotional harm to the child.
- b. Physical and/or emotional harm caused by the noncustodial parent to the relative caring for the child limiting the custodial parent's ability to care for the child.
- c. A child conceived as a result of incest or rape.
- d. Pending legal adoption proceedings.
- e. A public or private social services agency assisting the custodial parent in the decision to keep the child or to release the child for adoption.

F. Any teen parent enrolled full-time in high school or in a General Educational Development (GED) program may make an application in his/her own name as a family unit separate from his/her parent. If the teen parent in high school is living with his/her parent(s), the parent of the teen must meet the work requirements; however, the teen's parents' income should not be considered. If a teen parent lives in the home with his/her parent(s) or guardian, then the parent(s) or guardian of a teen parent under the age of 18 must sign the certificate and forms along with the teen parent.

G. No adult living in the home with the child shall be paid for child care. The parent of a child shall not be reimbursed for providing child care for his/her own child(ren), regardless of the location of their residence.

(3) Documents Required for Eligibility Determination

A. Income Documents:

- i. Two paycheck stubs from within the past thirty (30) days. If paid once a month, only one check stub is required. Irregular hours of employment and income shall be averaged.
- ii. If a new job, the employer's letter on employer's company letterhead or employer's notarized statement verifying employment, income, rate of pay, and number of hours worked. Actual check stubs must be submitted within thirty (30) days.
- iii. Parents paid in cash shall obtain a certified letter from the employer on company letterhead or the employer's notarized statement verifying employment, income, rate of pay, and number of hours worked.
- iv. Parents employed by temporary agencies shall be certified with an original letter from an employer on company letterhead verifying employment, rate of pay, and number of hours worked. The letter of employment must be followed up with check stubs within thirty (30) days.
- v. If self-employed, a copy of an Estimated Quarterly Tax Report or other acceptable form of income documentation approved by DECCD. The other acceptable form of income documentation shall include a Federal 1040 Tax Form with the Profit/Loss Statement (Schedule C). DECCD will use the Total Sales and Receipts amount located on the Profit/Loss Statement to determine if the work requirement has been met. DECCD shall

use the amount located on Line 22 of the Federal 1040 Tax Form to determine income eligibility.

B. Educational Documents

- i. Parents enrolled in an approved educational program must provide enrollment documentation in the form of a letter from the institution's registrar confirming current full time enrollment. This letter shall include the title of the course(s) in which the parent is enrolled, credit hours per course, and duration of the program, and the letter must be accompanied by a transcript. General Educational Development (GED) classes should be handled the same as any other approved educational training.

C. Additional Required Documentation

- i. Long-Form Birth Certificate
 - a. A 90-day grace period shall be allowed to receive the birth certificate for a newborn.
 - b. A 30-day grace period shall be allowed for all other children.
- ii. Verification of social security numbers can be obtained from a copy of the social security card, the Form 121 Certificate of Immunization issued by the Mississippi State Department of Health (MSDH), or other official document showing the child's and/or a parent's name and social security number.
- iii. DECCD must provide a statement that makes it clear to CCPP applicants that the provision of a Social Security Number (SSN) is voluntary and that benefits will not be denied or withheld for the failure to furnish an SSN. Social Security Numbers are used to prevent multiple cases or authorizations for care within the CCPP data system.
- iv. Proof of Residency
 - a. To verify proof of residence, the parent must supply a current driver's license or state-issued I.D. and at least two (2) additional documents, such as a current bank statement, cell phone bill, utility bill, or cable bill. The addresses on the driver's license or state-issued I.D. and the two (2) additional documents must match and corroborate the address of residence supplied in the application for child care assistance.

D. Requirements for a Parent with a Disability

- v. If a two-parent family applies for assistance and one parent is working and the other has a disability and is unable to care for the child(ren) as a result, child care assistance may be provided if the parent submits proof of SSI benefits. Priority eligibility for child care services can only be extended to single parents with disabilities.
- vi. If a single parent is disabled and has a responsible guardian, the application shall be made in the responsible guardian's name. The responsible guardian is the person responsible for the parent's affairs; the guardian must meet the 25 hours per work requirement unless they are 65 years of age or provide proof that they have retired from full-time

employment. The parent must also submit proof of SSI benefits. The parent should be assessed a monthly co-payment of \$10.

- vii. If a single parent is disabled and there is no responsible guardian, the application shall be made in the single parent's name. Child care assistance may be provided if the parent submits proof of SSI benefits. The disabled parent shall be assessed a monthly co-payment of \$10.
- viii. If the guardian with whom the child(ren) reside(s) has a disability, child care may be provided if the guardian submits proof of SSI benefits. Verification of cooperation with child support enforcement is required if the biological parents are not deceased.

E. Parents Enlisted in the United States Military and Deployed

- ix. When parents are enlisted in the United States Military and deployed, the eligibility shall remain the same until the parent can provide the Military Income. The parent shall provide the Military Income as soon as he or she has documentation. The responsible guardian's income shall not be counted, but the responsible guardian must meet the 25 hours per week work requirement, unless they are 65 years of age or provide proof that they have retired from full-time employment.

F. Pell Grants

- x. Pell Grants shall not be considered as income when determining eligibility. Pell Grant funds and child care subsidy payments can be used simultaneously for child care services.

4.3 12-MONTH CCPP ELIGIBILITY PERIOD

- (1) In accordance with CCDBG (658E(c)(2)(N)(i)(I)), families who are determined eligible to participate in the CCPP shall be afforded a minimum of twelve (12) months of eligibility for assistance provided that the family remains eligible. The 12-month eligibility period begins on the date that the client is determined eligible.
- (2) At the end of the 12-month eligibility period, a redetermination of eligibility for families who receive assistance from CCPP will occur per the procedures described in Section 4.4.

4.4 REDETERMINATION OF ELIGIBILITY

- (1) Children receiving child care assistance through CCPP shall be redetermined for eligibility at the end of the 12-month eligibility period in accordance with CCDBG 658E(c)(2)(N).
- (2) Redetermination of Eligibility Guidelines by Priority Group

A. Referred Clients

- i. TANF clients are exempt from redetermination. The referring agency case worker shall determine if the client is compliant with all the requirements of the TANF program and the CCPP eligibility requirements in order to remain eligible for child care assistance. If the TANF client is no longer eligible for the TANF program but is eligible for child care assistance, the case worker shall send a Notification of Termination of Child Care to DECCD and the child care provider. The case manager shall also send a notice of termination via postal mail and/or email to the parent to inform the parent that they must submit a new application if they wish to continue to receive child care assistance; the notice shall contain information about the CCPP application process and eligibility

requirements. If the child and parent/guardian meet CCPP eligibility requirements, child care assistance shall continue for ninety (90) days to allow the parent/guardian time to complete the application process.

- ii. TCC clients are exempt from redetermination. The referring agency case worker shall determine if the client is compliant with all the requirements of the TCC program and the eligibility requirements of the CCDF in order to remain eligible for child care assistance. If the TCC client is no longer in compliance with the TCC program requirements but is eligible for child care assistance, the case worker shall send a Notification of Termination of Child Care to DECCD and the child care provider. The case manager shall also send a notice of termination via postal mail and/or email to the parent to inform the parent that they must submit a new application if they wish to continue to receive child care assistance; the notice shall contain information about the CCPP application process and eligibility requirements. If the child and parent/guardian meet CCPP eligibility requirements, child care assistance shall continue for ninety (90) days to allow the parent/guardian time to complete the application process.
- iii. Homeless children are exempt from redetermination. The referring case worker shall determine if the client remains eligible for child care assistance. If the client no longer meets the definition of homeless but meets CCPP eligibility requirements, the referring agency case worker shall send a Notification of Termination of Child Care to DECCD and the child care provider. The case manager shall also send a notice of termination of child care services to the parent via postal mail and/or email. This notice shall contain information about the CCPP application process and eligibility requirements and shall inform the parent that they must submit a new application if they wish to continue to receive child care assistance. If the child and parent/guardian meet CCPP eligibility requirements, child care assistance shall continue for ninety (90) days to allow the parent/guardian time to complete the application process.
- iv. Clients referred to the CCPP by the Mississippi Department of Child Protection Services (MDCPS) shall be redetermined annually; however, the referring agency case worker will be responsible for submitting the renewal information directly to DECCD. When a child's case is closed by MDCPS, the agency shall send a Notification of Termination of Child Care for children receiving services through MDCPS to DECCD. If the child has been permanently placed or adopted resulting in the closure of their case, the guardians must apply for child care assistance through the online application process (described in Sections 3.2 and 3.3). MDCPS shall also notify the parent that they must submit a new application if they wish to continue receiving child care assistance, and this notice shall contain information about the CCPP application process and eligibility requirements. If the child and parent/guardian meet CCPP eligibility requirements, child care assistance shall continue for ninety (90) days to allow the parent/guardian time to complete the application process.
- v. HHM clients are exempt from redetermination. If the client is no longer participating in the HHM program, the case worker shall send a Notification of Termination of Child Care to DECCD and the child care provider. The case manager shall also send a notice via postal mail and/or email to the parent informing the parent that they must submit a new application if they wish to continue to receive child care assistance; the notice shall contain information about the CCPP application process and eligibility requirements. If

the family meets CCPP eligibility requirements, child care assistance shall continue for ninety (90) days to allow the parent time to complete the application process.

B. Special Needs Populations With Income Less than 85 Percent of SMI

- i. Children of single parents with disabilities who receive child care assistance shall be redetermined annually based on the twelve (12) month anniversary of initial eligibility or previous redetermination. DECCD shall initiate the redetermination process by sending the parent and child care provider a 60-day and then a 30-day Notice of Redetermination through postal mail and/or email. The Notice of Redetermination shall include instructions for submitting the online redetermination application and a list of supporting documentation that the parent must provide to confirm eligibility. The parent shall meet the SSI definition of disability by being unable to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or that has lasted or can be expected to last for a continuous period of not less than twelve months. The parent shall submit the online redetermination application and return the required documentation by the due date indicated on the Notice of Redetermination. Parents who do not have reliable internet access may complete an online redetermination application at their local public library or any other public entity that might provide such service.
- ii. Children with special needs who receive child care assistance shall be redetermined annually based on the twelve (12) month anniversary of the initial eligibility or previous redetermination. DECCD shall initiate the redetermination process by sending the parent and child care provider a 60-day and then a 30-day Notice of Redetermination through postal mail and/or email. The Notice of Redetermination shall include instructions for submitting the online redetermination application and a list of supporting documentation that the parent must provide to confirm eligibility. In order to remain eligible, the parent(s) must be working at least 25 hours per week, be enrolled full-time in an educational program, or engaged in an approved job training program. Job-search activities through a local WIN Job Center or unpaid work hours required to complete course work for the school curriculum and/or work study may be counted toward the work requirement for the parent. The family's gross income must not exceed 85 percent of the State Median Income (SMI). The parent shall submit the online redetermination application and return the required documentation by the due date indicated on the Notice of Redetermination. Parents who do not have reliable internet access may complete an online redetermination application at their local public library or any other public entity that might provide such service.
- iii. Children of parent(s) deployed in the Mississippi National Guard or Reserve who receive child care assistance shall be redetermined annually based on the twelve (12) month anniversary of the initial eligibility or previous redetermination. DECCD shall initiate the redetermination process by sending the parent and child care provider a 60-day and then a 30-day Notice of Redetermination through postal mail and/or email. The Notice of Redetermination shall include instructions for submitting the online redetermination application and a list of supporting documentation that the parent must provide to confirm eligibility. The family's gross income must not exceed 85 percent of the State Median Income (SMI). The parent shall submit the online redetermination application and return the required documentation by the due date indicated on the Notice of

Redetermination. Parents who do not have reliable internet access may complete an online redetermination application at their local public library or any other public entity that might provide such service.

C. Very Low-income

- i. Eligibility for the CCPP shall be redetermined annually based upon the twelve (12) month anniversary of the initial eligibility or previous redetermination. DECCD shall initiate the redetermination process by sending the parent and child care provider a 60-day and then a 30-day Notice of Redetermination through postal mail and/or email. The Notice of Redetermination shall include instructions for submitting the online redetermination application and a list of supporting documentation that the parent must provide to confirm eligibility. The parent must be working at least 25 hours per week or be enrolled full-time in high school, in a full-time General Educational Development (GED) program, or in another approved educational or training program. Job-search activities through a local WIN Job Center or unpaid work hours required to complete course work for the school curriculum and/or work study may be counted toward the work requirement for the parent. In a two-parent family, either each parent must be working at least 25 hours per week or one parent must be working at least 25 hours per week and the other parent must be enrolled in an approved full-time educational or training program. The family's gross income must be at 50 percent or below the State Median Income (SMI). Irregular hours of employment and income shall be averaged. The parent shall submit the online redetermination application and return the required documentation by the due date indicated on the Notice of Redetermination. Parents who do not have reliable internet access may complete an online redetermination application at their local public library or any other public entity that might provide such service.

D. Low-Income

- i. Eligibility for the CCPP shall be redetermined annually based upon the twelve (12) month anniversary of the initial eligibility or previous redetermination. DECCD shall initiate the redetermination process by sending the parent and child care provider a 60-day and then a 30-day Notice of Redetermination through postal mail and/or email. The Notice of Redetermination shall include instructions for submitting the online redetermination application and a list of supporting documentation that the parent must provide to confirm eligibility. The parent must be working at least 25 hours per week or be enrolled full-time in high school, in a full-time General Educational Development (GED) program, or in another approved educational or training program. Job-search activities through a local WIN Job Center or unpaid work hours required to complete course work for the school curriculum and/or work study may be counted toward the work requirement for the parent. In a two-parent family, either each parent must be working at least 25 hours per week or one parent must be working at least 25 hours per week and the other parent must be enrolled in an approved full-time educational or job training program. The family's gross income must be greater than 50 percent of the State Median Income (SMI) and at or below 85 percent of SMI. Irregular hours of employment and income shall be averaged. The parent shall submit the online redetermination application and return the required documentation by the due date indicated on the Notice of Redetermination. Parents who do not have reliable internet access may complete an

online redetermination application at their local public library or any other public entity that might provide such service.

- (3) If the redetermination process finds that the parent and child meet eligibility requirements, child care services shall be extended for twelve (12) months, and a certificate shall be issued and emailed to the parent and the selected child care provider within one (1) business day of completion of the redetermination process.
- (4) Parents who fail to comply with the redetermination process shall be issued a two (2) week notice of termination and shall be required to submit a new application if they wish to continue to receive child care subsidies after the date of termination. New applications shall be processed by date received and are subject to eligibility and available funding. The child care provider shall also be notified of the child's upcoming termination of CCPP-funded child care.
- (5) When income is recalculated for redetermination and there is an increase in a co-payment fee, a notice shall be sent to the parent and the provider in the form of a new certificate. The updated co-payment fee is effective on the first day of the month following the redetermination of eligibility.
- (6) Upon redetermination of eligibility, a child who has reached age 13 (or age 19 if the child has special needs as defined by the SSI definition of disability) is no longer eligible for CCDF subsidies. A two (2) week notice of termination of CCPP-funded child care shall be sent to the parent and the child care provider.
- (7) Upon redetermination of eligibility, families whose income increased beyond 85 percent of the State Median Income (SMI) are no longer eligible for CCDF subsidies and shall be given a two (2) week notice of termination of CCPP-funded child care.
- (8) Upon redetermination of eligibility, if the parent is no longer working, is not enrolled in an approved educational program or job training, or is not actively engaging in job-search activities through a local WIN Job Center, the parent shall be granted a ninety (90) day job search period during which CCPP-funded child care shall not be terminated. Once the parent has exhausted the ninety (90) day job search period, the parent and child care provider shall be given a two (2) week notice that CCPP-funded child care will be terminated. The parent can choose to engage in job-search activities at a local WIN Job Center at any point during the ninety (90) day period to extend child care services.

4.5 AREAS WITH HIGH CONCENTRATIONS OF POVERTY

In accordance with CCDBG 658E(c)(2)(Q) and to increase access to child care for families receiving CCDF assistance, DECCD shall conduct a county-level needs assessment on an annual basis. This needs assessment shall use the most current data available to identify the Mississippi counties with high concentrations of children living in poverty. High concentration of poverty is defined as a county where the percentage of children living in poverty is more than one (1) standard deviation above the most current state mean value for the percentage of children living in poverty. Counties that meet this definition for a high concentration of poverty shall be designated as priority areas where DECCD shall work with local MDHS offices and other local child care stakeholders to increase parents' awareness about the CCPP and to develop and implement strategies to increase the availability of high-quality child care programs. Some of these strategies may include, but are not limited to, decreasing family co-pays for high-quality child care programs and/or increasing subsidy rates in high-quality programs, offering grants to high-quality providers to increase staff and open spots for children served by CCDF subsidies, or assisting child care providers in improving their quality of care through professional development opportunities.

For each county in Mississippi, DECCD shall also identify the current number of total licensed child care providers, CCPP-approved licensed child care providers, total unlicensed child care providers, CCPP-approved unlicensed child care providers, total children enrolled in child care, and CCPP-assisted children enrolled in child care. Counties that have a disproportionate number of CCPP-assisted children enrolled in child care centers that do not meet the requirements for high quality shall also be designated as priority areas that require collaboration between DECCD, local MDHS offices, and local child care stakeholders to develop and implement strategies (such as those identified in the preceding paragraph) to increase the number of available high-quality providers. Counties that have a disproportionate number of non-CCPP-approved providers who offer high-quality child care but also have a disproportionate number of CCPP-assisted children shall also be designated as priority areas.

Other county-level indicators of at-risk populations, such as the current unemployment rate, teen birth rate, percentage of single parent families, percentage of children served by TANF, or percentage of children served by the Mississippi Department of Child Protection Services (MDCPS), may also be considered to ensure that an area will have a sufficient supply of high-quality child care programs available to children served by CCDF subsidies.

5. CO-PAYMENT FEES

This section describes the co-payment fee process.

5.1 DETERMINING CO-PAYMENT FEES

- (1) TANF parents shall not be assessed a co-payment fee.
- (2) Homeless families with no countable income shall not be assessed a co-payment fee.
- (3) For all other parents, co-payment fees shall be determined based on the parent's family size and income according to the CCDF Child Care Monthly Co-Payment Fee Scale for Parents, published on the DECCD website and the state's child care consumer education website, unless otherwise indicated in the following section.

5.2 ASSESSING CO-PAYMENT FEES PER CHILD

- (1) If a parent has one child receiving full-time child care service, the total co-payment fee shall be placed on that child's certificate. If a parent has one child receiving part-time child care services, only half of the total co-payment fee shall be placed on the child's certificate.
- (2) If one child is in full-time child care and part-time child care during the same month, the co-payment fee shall be assessed on the majority of the type of care provided. For example, if a child is served 16 part-time days and five full-time days, the part-time co-payment fee shall be assessed for the month.
- (3) If a parent has more than one child receiving full-time service, the total co-payment fee is divided equally among the number of children receiving care. If two or more children are receiving part-time services, one half of the divided fee should be placed on each certificate. If a parent has children receiving before- and after-hours child care and holiday/summer child care, a full co-payment fee and a half co-payment fee shall be placed on each certificate, and the appropriate fee is deducted during the payment cycle.
- (4) Families who will be assessed a minimum co-payment fee are:
 - i. Children served by the Mississippi Department of Child Protection Services (MDCPS).

- ii. Children participating in the Healthy Homes Mississippi (HHM) home visitation program.
 - iii. Children with special needs. Special needs status must be documented. If there are other children in the family who are receiving child care services, the monthly co-payment fee shall be \$10 or the child's prorated share of the family's co-payment fee, whichever is less. Services for children with special needs shall continue until the child reaches 19 years of age.
 - iv. Parents with a disability who are receiving SSI.
- (5) The provider shall not charge parents any cost over the assigned co-payment fee unless the cost for child care to the general public is higher than the amount paid by the Child Care Payment Program (CCPP).

5.3 NON-PAYMENT OF CO-PAYMENT FEES

- (1) Co-payment fees shall be paid during the current month directly to the provider according to payment arrangements established by the provider and parent. Providers shall maintain proof of collection of co-payment fees, identified separately from tuition overage payments made by parents. Providers shall provide proof of co-payment fees to parents in the form of a receipt that includes the parent's name, date and amount of payment, center name (if applicable), and the child care provider's name and signature. If a parent fails to pay the co-payment fee prior to the end of the month, the provider shall notify DECCD. Non-payment of co-payment fees shall result in termination of the parent from CCPP. If the parent requests a change in child care provider with an outstanding balance of co-payment fees to the current provider, the parent shall pay all co-payment fees before a new certificate is issued. It is the responsibility of the provider to report non-payment of co-payment fees to DECCD.

5.4 CO-PAYMENT RECOUPMENT/REPAYMENT

- (1) If a parent's fee was assessed at a rate higher than the correct fee and the parent has made payment to the provider, the parent shall be reimbursed by the provider for the difference for each month paid. The correct fee shall be noted on the certificate and a notice of the change forwarded to the provider and the parent.
- (2) If a parent's fee was assessed at a rate lower than the correct fee, the parent shall be responsible for reimbursing the provider for the difference between the corrected co-payment amount and the incorrect co-payment amount that was paid.

5.5 PRORATING CO-PAYMENT FEES

- (1) The assessed co-payment fee reflects a monthly rate regardless of attendance. If a child is enrolled between the 1st and 15th of the month, the full monthly co-payment fee shall be assessed for the first month of service. If the child is enrolled between the 16th and last day of the month, one-half of the monthly co-payment fee shall be assessed for the first month of service. If a parent desires to change a provider during the month, the parent shall pay the appropriate co-payment fee to any subsequent providers.

6. INTERRUPTION OF CHILD CARE SERVICES

6.1 REASONS FOR TERMINATION

- (1) Non-payment of co-payment fees may result in termination from the Child Care Payment Program (CCPP) for a one (1) year period.
- (2) If at any time a parent, guardian, or another person assisting the parent/guardian provides fraudulent information, child care services shall be immediately terminated, and the client shall be ineligible to reapply for a one (1) year period. DECCD may elect to permanently disbar parents from participation in CCPP due to repeat offenses in accordance with Section 11.7 of this document.
- (3) A child care certificate may be terminated upon the request of the parent or by DECCD in accordance with CCPP policy.
- (4) Child care assistance shall be terminated at the end of the twelve (12) month eligibility or redetermination period if a child has reached the maximum age of eligibility. A two (2) week notice of termination of CCPP-funded child care shall be sent to the parent and the child care provider.
- (5) Upon redetermination of eligibility, families whose income increased beyond 85 percent of the State Median Income (SMI) are no longer eligible for CCDF subsidies and shall be given a two (2) week notice of termination of CCPP-funded child care.

6.2 CHANGE IN PROVIDER

- (1) Parents are allowed to change providers when the current provider is no longer preferred. Parents must request a change in provider from DECCD by submitting a Change in Provider Form (available on the DECCD website or the state's child care consumer education website) prior to withdrawing the child, unless under emergency circumstances. The parent(s) shall give at least two (2) weeks prior notice to the current provider before withdrawing the child from the center unless there are extenuating circumstances. Change of Provider forms that are not received within the two (2) week time frame shall be processed two (2) weeks from the date of receipt. While parents have the right to exercise parental choice in selecting a child care provider, certificates shall not be issued to a provider until they have met all requirements to become a CCPP-approved provider. Parents receiving child care assistance through CCPP must select a CCPP-approved provider. No payments shall be issued for care provided while a provider is seeking to become an approved provider.

7. CHILD CARE CONSUMER EDUCATION

This section describes information that CCDBG requires to be disseminated to parents, providers, and the general public through the state's child care consumer education website. This website shall be designed to assist parents in making informed choices about the child care services that best suits their needs, to promote involvement of parents and family members in the development of child care settings, to support the role of parents as their child's teacher and advocate, and to provide helpful information to parents who are served by the child care assistance system, partner agencies, and child care sites (45 CFR §98.1). This section also describes resources related to developmental screenings to assist eligible parents and CCPP-approved providers. This section concludes with a description of inspection reports made available on the consumer education website.

7.1 CHILD CARE CONSUMER EDUCATION WEBSITE

- (1) In compliance with CCDBG 658E(c)(2)(E), the child care consumer education website shall be designed to be an up-to-date and comprehensive resource regarding child care in Mississippi. This website shall provide:
 - A. The ability to find and learn about a local child care provider, including results of inspection reports, corrective actions taken (if applicable), last date of inspection, hours of operation, contact information, and child care rates;
 - B. Compliance requirements for child care providers to obtain licensure or registration, including the health and safety standards to which they must adhere, the criminal background check process, procedures for monitoring/inspections, and types of offenses that prevent individuals from being child care providers;
 - C. Information on available local community resources, such as state agencies, faith-based organizations (FBO), community-based organizations (CBO), or health care providers, including the services they provide and contact information;
 - D. Information about the Child Care Payment Program (CCPP), including the application process and parent co-payment rates;
 - E. Information about other public services for which a child/family may be eligible, including but not limited to Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Women, Infants, and Children (WIC) program, Head Start, and Medicaid;
 - F. Contact information for MDHS and DECCD and of child care resource and referral agencies (CCR&R);
 - G. Information about and on how to access services offered (including developmental services) by the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program and the Individuals with Disabilities Education Act (IDEA);
 - H. Current best practices and research on child care and development, family engagement, and physical health and development;
 - I. Data on the number of deaths, serious injuries, and substantiated instances of child abuse in child care settings;
 - J. The state's position statement on social-emotional-behavioral health of children and on the suspensions and expulsion of children birth to age five in early childhood programs receiving CCDF;
 - K. Information about social-emotional-behavioral and early childhood mental health available from the Mississippi Department of Education (MDE) and the Mississippi Department of Mental Health (MDMH);
 - L. Access to other communication methods, such as mobile applications or social media outlets, including the ability to request email communication;
 - M. Information about the State Early Childhood Advisory Council (SECAC), including its roles, responsibilities, and membership;

- N. Links to related federal resources, such as the Administration for Children and Families (ACF), the Centers for Disease Control and Prevention (CDC), and the National Institute of Child Health and Human Development (NICHD);
- O. The number for the CCPP hotline, as well as an online form to report abuse, neglect, or fraud;
- P. Electronic copies of child care brochures from multiple resources, including MDHS and MSDH;
- Q. The ability to submit general questions to or request information from MDHS.

7.2 DEVELOPMENTAL SCREENINGS

In accordance with CCDBG 658E(c)(2)(E)(ii), the state’s child care consumer education website shall include current information on resources and services available to parents and child care providers for conducting developmental screenings. The website shall also describe the process for CCPP-approved child care providers to provider referrals to services, when appropriate, for children participating in the CCPP. These referred services include the use of the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) program and development screening services available under the Individuals with Disabilities Education Act (IDEA). The website shall also describe how a family or eligible child care provider may utilize the resources and services to obtain developmental screenings for children receiving child care assistance and who may be at risk for cognitive or other developmental delays.

7.3 INSPECTION REPORTS

Monitoring and inspection reports of all CCPP-approved providers will be accessible on the consumer education website. Parents and other individuals who wish to access these reports will be able to search by provider name, provider type, city, county, or year. Reports will include the date of the inspection, any findings or violations, information on corrective action (if applicable), and the date the corrective action was satisfactorily completed. Non-critical findings or violations that satisfy the requirements of the corrective action plan may be removed from the website if the provider does not have multiple findings or violations in a single visit and if approved by DECCD.

8. PARENTAL COMPLAINTS AND COMPLAINT INVESTIGATIONS

This section describes procedures for parents who wish to file a complaint against a CCPP-approved child care provider and the process of investigating and substantiating complaints. Substantiated parental complaints shall be addressed according to the policies outlined in this section.

8.1 CHILD CARE FACILITY COMPLAINT HOTLINE

In accordance with the CCDBG 658E(c)(2)(C), the state shall maintain a record of substantiated parental complaints against child care providers. The Mississippi State Department of Health (MSDH) provides a Child Care Facility Complaint Hotline (listed on the MSDH website, the DECCD website, and the state’s child care consumer education website) for parents to report complaints. Unless ordered by a court, the identity of the individual who reported the complaint shall not be disclosed outside of MSDH and/or MDSH investigative staff. The Child Care Facility Complaint Hotline is answered during regular business days. At night and on weekends or holidays, the complainant may leave a concern and callback information via the voice-message service. On the next working day, MSDH staff retrieve all hotline voice messages and record complainant information. An MSDH official will return a call to the complainant for additional details if necessary.

8.2 COMPLAINT INVESTIGATIONS

- (1) Complaints reported via the Child Care Facility Complaint Hotline shall be logged and investigated by the Mississippi Department of Health (MSDH). MSDH is responsible for investigating each complaint filed against a child care provider, including licensed child care facilities and unlicensed child care operations. At no time shall a licensing official refuse to respond to a complaint made anonymously. MSDH may request assistance from MDHS and DECCD as needed during a complaint investigation.
- (2) Upon receiving a complaint involving abuse or neglect, the MSDH official shall complete a Child Care Complaint Form (Form #275). The MSDH official shall consult with their immediate supervisor to determine whether the complaint describes a certain level of abuse/neglect, inappropriate discipline, or inappropriate supervision. If the complaint is determined to be possible abuse/neglect, it is referred to the Central Office Complain Investigation Unit. The following investigative procedures (also outlined in the *Mississippi State Department of Health Child Care Licensing Program Manual*) shall be followed:
 - A. The Regional Supervisor shall notify the Central Office that a possible abuse/neglect complaint is being referred to the Investigation Unit.
 - B. The MSDH official or Regional Supervisor shall forward all pertinent information to the Director of Child Care Licensure for dissemination.
 - C. Once the complaint information is received by the Director, local law enforcement and the Mississippi Department of Human Services (MDHS) shall be notified.
 - D. The individual reporting to the police department shall confirm whether the child care staff may begin their investigation or should delay it until the police department completes its investigation.
 - E. Once informed that the department may begin its investigation, the complaint investigator shall conduct an inquiry into the alleged violation.
 - F. Make an unannounced site visit within two (2) working days.
 - G. Conduct an entrance conference with the owner, director, and/or designee to explain the nature of the complaint.
 - H. Conduct an inspection using the Child Care Encounter Form (Form #287) and any other forms necessary to complete the investigation.
 - I. Conduct an exit conference with the owner, director, and/or designee to discuss findings and recommendations.
 - J. Complete the Child Care Complaint Form regarding the actions taken.
 - K. Provide a written report using the established format of findings, recommendations, and actions taken to the Mississippi Department of Human Services (MDHS), the local law enforcement agency, and the local district attorney's office.
 - L. Follow up the complaint with a letter to the facility and/or with another site visit.
 - M. If it is determined that action should be taken against the facility's license, contact the Director of Child Care Licensure at MSDH.

- (3) Upon receiving a complaint regarding regulatory practices other than abuse or neglect in a licensed child care facility, the MSDH official shall:
- A. Complete a Child Care Complaint Form (Form #275).
 - B. Make an unannounced site visit to the facility within ten (10) working days.
 - C. Conduct an entrance conference with the owner, director, and/or designee to explain the nature of the complaint.
 - D. Conduct an exit conference with the owner, director, and/or designee to discuss findings and recommendations.
 - E. Complete the Child Care Complaint Form regarding the actions taken.
 - F. File the original complaint form in the facility file, prepare complaint investigation report, and send a copy to the complainant, if applicable.
 - G. Follow up the complaint with a letter to the facility and/or with another site visit.
- (4) Upon receiving a complaint regarding regulatory practices other than abuse or neglect in an unlicensed child care facility, the MSDH official shall:
- A. Complete a Child Care Encounter (Form #287) as a “Report of Unlicensed Child Care Facility.”
 - B. Make a site visit to the facility within ten (10) working days.
 - C. Conduct a conference with the operator to explain the nature of the complaint.
 - D. At the time of the site visit, the MSDH official shall determine if a facility license is required.
 - i. If the facility requires a license, the official will:
 - a. Provide the operator a copy of the Child Care Licensing Law;
 - b. Provide the operator a copy of the *Regulations Governing the Licensure of Child Care Facilities*;
 - c. Provide the operator a licensure application packet; and
 - d. Inform the operator that the application for licensure must be filed within ten (10) working days or the facility must close.
 - ii. If the operator will not talk to the licensing official or accept items described above (i) or does not submit the licensure application by the requested deadline, the official shall notify the MSDH legal staff and the Regional Supervisor and proceed according to guidelines and instructions provided by the legal staff.
 - iii. If the facility is exempt from licensure, the MSDH official shall complete the Child Care Encounter Form (Form #287) and list the facility’s exemption information in the comments section.
 - E. Follow up the site visit with a letter to the operator.

9. PROVIDERS

This section describes eligibility requirements for child care providers seeking to participate in the Child Care Payment Program (CCPP). The process to become a CCPP-approved provider is also described. Providers must meet the state’s eligibility requirements, register with the Mississippi Department of Human Services (MDHS), obtain background checks, and receive orientation training in accordance with state policy. This section also describes procedures for payments to providers for child care services, provider reimbursement, monitoring procedures, emergency preparedness and response plans, and professional development.

9.1 ELIGIBILITY PROCESS FOR CCPP-APPROVED PROVIDERS

(1) Parents have the right to choose the child care they would like for their children. The Division of Early Childhood Care and Development (DECCD) has categorized the choices available to parents as follows: a licensed child care center, family child care home, or in-home child care provider. Parents participating in the CCPP must select a CCPP-approved provider. No payments shall be issued for care provided while a provider is seeking to become a CCPP-approved provider.

(2) Licensed Child Care Centers

A. In order to receive reimbursement for services rendered, a child care center must be licensed by the Mississippi State Department of Health (MSDH). A copy of the license must be filed with DECCD annually upon renewal. The child care center must have a current license. Additionally, these licensed centers must remain in compliance at all times with the MSDH *Regulations Governing Licensure of Child Care Facilities*.

B. If a center’s license expires and services are being provided to children receiving CCPP funds, DECCD may continue to pay the provider under the following conditions:

- i. MSDH has not officially closed the center;
- ii. The center’s director submits a written request, on center letterhead, for child care payments to continue; and
- iii. The center provides copies of the licensing renewal fee payment, documentation of a current inspection, and a copy of correspondence from the licensing division stating why the license has not been renewed.
- iv. A center with an expired license shall be reimbursed for children with a current certificate up to the time frame allowed by MSDH; however, no new certificates shall be issued until the license is renewed.
- v. No payments shall be issued for care provided while a provider is seeking to become a CCPP-approved provider.
- vi. The decision to continue payments under these circumstances is solely at the discretion of the Director of the Division of Early Childhood Care & Development (DECCD). All requests for payments under these conditions shall be submitted in the form of a written request to the Director of DECCD describing the basis for the request to waive Provider Termination.

(3) Registered Family Child Care Homes and In-Home Providers

- A. In order to receive CCPP reimbursement and provide services to CCDF children, unlicensed providers must be registered with DECCD but are not required to be licensed by the Mississippi State Department of Health (MSDH).
 - i. Registered child care providers who are approved to participate in the CCPP must be compliant with the health and safety standards described in Section 9.7.
 - ii. No payments shall be issued for care given while a provider is seeking to become a CCPP-approved provider.
 - B. To be eligible for CCPP reimbursement, unlicensed providers must:
 - i. Be at least eighteen (18) years of age;
 - ii. Have a high school diploma or equivalent (GED);
 - iii. Provide evidence that they, other adults providing child care services in the home, and anyone residing in the home are current on required immunizations as documented by Form 121 Certificate of Immunization issued by MSDH;
 - iv. Satisfactorily complete an inspection of the home by child care monitoring agents prior to approval for CCPP reimbursement. Applicants who receive an unsatisfactory inspection will be granted a specified period of time to become compliant with the requirements;
 - v. Agree to a background check for themselves, other adults residing in the home, and any adult not residing in the home but providing child care services;
 - vi. Have a valid email address that is checked on a regular basis;
 - vii. Have a working landline telephone or cell phone.
 - C. Unlicensed providers who are CCPP-approved shall provide full-time care for no more than five (5) children at a time. All children in the home who are younger than thirteen (13), including children related to the provider within the third degree as defined by civil law, are included in this child-provider ratio.
 - i. No more than two (2) of these children, including those related to the provider within the third degree as defined by civil law, may be younger than 24 months of age.
- (4) CCPP-approved providers must comply with the following health and safety requirements:
- i. Complete orientation training (as described in Sections 9.4 and 9.11.1) within the first ninety (90) days of employment;
 - ii. Renew minimum health and safety training (as described in Section 9.11.1) and fire standards;
 - iii. Keep a record of immunizations for themselves, other adults providing child care in the facility or home, any residents in the family child care home, and all children in their care as documented by Form 121 Certificate of Immunization issued by the Mississippi State Department of Health (MSDH);
 - a. In accordance with CCDBG 658E(c)(3), homeless children and children in foster care who receive CCPP assistance may be granted a twenty-four (24) hour grace

period from the date of admission into a CCPP-approved child care program to obtain the necessary immunization records. Payment for these children during the grace period shall not be considered an error or an improper payment.

- iv. Keep a copy of the Basic Health, Safety and Nutrition Assurances. A signed copy of the Basic Health, Safety and Nutrition Assurances certifying that they will follow the guidelines shall also be filed with DECCD;
 - v. Give parents unlimited access to their child(ren) while the child(ren) are under the provider's care;
 - vi. Provide a current emergency preparedness and response (EPR) plan (as described in Section 9.8.1); and
 - vii. Establish a plan for promoting developmentally appropriate social emotional behavioral health to ensure that children in their care receive an age-appropriate developmental and behavioral screening upon enrollment, when developmental concerns arise, or annually (as described in Section 9.9).
- (5) A child care provider may not be reimbursed if they reside in the same household as the eligible child. Proof of separate residence may be required. To document proof of residence, the provider must supply a current driver's license or state-issued I.D. and at least two (2) other forms of identification, such as a current bank statement, cell phone bill, utility bill, or cable bill, that show the the same address on the provider's current driver's license or state-issued I.D. Addresses on these documents must match the address given as the location of care submitted on the application.
- (6) In order for an unlicensed provider to become/remain a CCPP-approved provider, all individuals over the age of 18 years (relative or non-relative) residing and/or working full-/part-time in the provider's residence shall submit all required information to undergo the Child Abuse and Neglect Central Registry Check. This information shall be submitted on the Child Abuse and Neglect Central Registry Check Form 107 with the initial provider application and annually once approved. Providers shall be deemed ineligible to participate in the certificate program in the event that they have prior convictions of child abuse and/or neglect. If an individual residing and/or working with the provider in the provider's home is found to have a prior conviction of child abuse and/or neglect, eligibility shall be suspended/denied until the provider can provide proof that the offending individual no longer resides in the home. Failure on the part of the provider to accurately complete Form 107 may result in suspension/debarment from participation in the CCPP. Additionally, funds shall be recouped.
- (7) No payments shall be issued for care provided while a provider is seeking CCPP-approved provider status.

9.2 PROVIDER REGISTRATION

- (1) To become a CCDF-approved child care provider, licensed or unlicensed providers must:
- A. Complete an online application at the DECCD website. Providers who do not have reliable internet access may visit their local public library or any other public entity that might provide such service to access the online application.
 - B. Send supporting documentation to complete the application process to DECCD via computer upload, postal mail, or fax.

C. Attend and complete a provider e-ledger training webinar held on the first and third Tuesday of every month at 12:30 p.m. Applicants must register in advance on the DECCD website, and they shall receive an email confirmation containing a code to access the online training webinar. Applicants who do not attend the entire session shall not receive credit for attendance and shall not be approved to participate in the CCPP.

i. The e-ledger training covers the provider payment process, coding for child attendance, policies outlined in the current CCPP policy manual, and the process for recognizing and reporting child abuse and neglect.

(2) Once an application has been processed, the online e-ledger training webinar has been completed satisfactorily, and a provider has been determined eligible, an effective date to begin providing childcare shall be sent to the approved applicant. If the application is processed in advance, the effective date for providers who complete the online training webinar on the first Tuesday of the month shall be the 16th day of the same month. Eligible providers who attend the online training on the third Tuesday of the month shall be effective on the 1st day of the next month.

(3) CCPP-approved providers shall renew their registration with MDHS on an annual basis.

9.3 BACKGROUND CHECK

(1) In accordance with the CCDBG 658H, a comprehensive criminal background check is required to investigate if a licensed child care provider or CCPP-approved unlicensed child care provider has a history of abuse, neglect, or other criminal behavior that might threaten the health and safety of children.

A. Per Mississippi State Department of Health (MSDH) licensure regulations (Miss. Code § 43-20-8), background checks are required for all licensed providers and prospective staff, regardless of whether the provider receives CCDF funds and will be monitored by the MSDH.

B. Background checks are required for unlicensed child care providers who are approved to receive CCDF funds. If these unlicensed providers offer care in their own home, background checks are required for all individuals residing in the home who are 18 years of age or older.

(2) These comprehensive criminal background checks shall include a search of:

A. The Federal Bureau of Investigation (FBI) criminal records, based on fingerprints;

B. The National Sex Offender Registry;

C. The child abuse central registry, including every state where the individual resided in the preceding five (5) years;

D. The state criminal registry check using fingerprints, including every state where the individual resided in the preceding five (5) years; and

E. The state sex offender registry, including every state where the individual resided in the preceding five (5) years.

(3) A background check shall be conducted within 45 days of the provider's submitted request.

(4) An individual shall be denied employment in a child care facility and/or a provider will be deemed ineligible for assistance for any of the following:

- A. Refusal to consent to the background check;
 - B. Knowingly making a materially false statement in connection with the background check;
 - C. Being a sex offender, registered or otherwise;
 - D. Convicted of a felony consisting of:
 - i. Murder;
 - ii. Child abuse or neglect;
 - iii. Crime against children, including pornography;
 - iv. Spousal abuse;
 - v. Rape or sexual assault;
 - vi. Kidnapping;
 - vii. Arson;
 - viii. Physical assault or battery; or
 - ix. A drug-related offense committed in the past five (5) years.
 - E. Convicted of a violent misdemeanor as an adult against a child.
- (5) To maintain the privacy of the individual for which a background check is conducted, the provider who requested the background check shall only be informed of the individual's eligibility or ineligibility for employment.
- (6) New background checks are required every five (5) years.
- (7) The fee for processing applications and administering a criminal background check shall not exceed the actual costs for processing and administration (Miss. Code § 43-20-8(8)).
- (8) Information about the provider background check process shall be made publicly available on the consumer education website.
- (9) Individuals may appeal the results of a criminal background check as described in Section 10.

9.4 ORIENTATION TRAINING

- (1) All providers in licensed and unlicensed care settings are required to complete 15 hours of orientation training within ninety (90) days from their hire date and related to the following topics (as described in Section 9.11.1):
- A. Prevention and control of infectious diseases (including immunization);
 - B. Prevention of sudden infant death syndrome and use of safe-sleeping practices;
 - C. Administration of medication, consistent with standards for parental consent;
 - D. Prevention of and response to emergencies due to food and allergic reactions;
 - E. Building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic;

- F. Prevention of shaken baby syndrome and abusive head trauma;
 - G. Emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility);
 - H. Handling and storage of hazardous materials and the appropriate disposal of biocontaminants;
 - I. Precautions in transporting children (if applicable);
 - J. Pediatric first aid and cardiopulmonary resuscitation (CPR).
- (2) All providers are required to complete orientation training on indicators of child abuse and neglect and the state’s process for reporting suspected cases of child abuse.
- A. Per the CCDBG 658E(c)(2)(L), providers must report child abuse and neglect if the caregiver suspects that a child in their care is being abused or neglected by a parent, family member, child care worker, or other individual with access to the child. The provider shall submit the report directly to the Mississippi Department of Child Protection Services (MDCPS); it is not sufficient for the caregiver to submit the report to their supervisor or child care director.
- (3) All providers shall document receipt of their orientation training.
- (4) This orientation training may be transferable to other child care facilities within the state.

9.5 PAYMENTS TO PROVIDERS FOR CHILD CARE SERVICES

9.5.1 SIGN-IN/OUT SHEETS

- (1) Providers are required to maintain a record of accurate attendance and absences on sign-in/sign-out sheets and on daily class rolls for each child. Providers shall retain sign-in/sign-out sheets for a period of three (3) years. The sign-in/sign-out sheets must show the child’s first and last name (as listed on the child care certificate), the full name of the parent/guardian or parent’s authorized representative, the time the child is signed in with the signature of the person signing the child in each day, and the time the child is signed out with the signature of the person signing the child out each day. If sign-in/sign-out sheets are not maintained and made available upon request and/or for monitoring processes or do not follow the policies described above, funds issued based on missing/erroneous information shall be recouped by DECCD. Unlicensed providers are not exempt from this policy.

9.5.2 PAYMENT LEDGER PROCESSES

- (1) Payment ledgers shall be submitted electronically through the Child Care Payment System (CCPS) once a month. Providers have the opportunity to submit ledgers during one of two payment cycles during the month; however, providers shall only receive one payment per month for services rendered. Ledgers shall open to providers on the first day of the month and remain open until 11:59 p.m. CST on the fifth day of the month. Providers who submit their ledgers by the fifth day of the month shall be issued payment by the 15th day of the month. Providers who fail to submit their payment ledger by the fifth day of the month have the option to submit their ledger by 11:59 p.m. CST on the 15th day of the month. Providers who submit their ledgers by the 15th day of the month shall be issued payment by the last day of the month.

9.5.3 LEDGER PAYMENTS

- (1) If it is necessary to adjust the amount of funds issued based on the attendance information submitted to DECCD, an adjustment shall be made in the Child Care Payment System (CCPS) reflecting the change.

- (2) Any error listed on the certificate that will cause payments to calculate incorrectly must be submitted to DECCD within ten (10) days of the date that the copy of the certificate is issued to the provider. Such errors include but are not limited to incorrect payment rates, incorrect care type (full-time vs full-/part-time), or incorrect date of birth for the child. DECCD shall not adjust underpayments to providers as a result of these errors if the errors are not reported to DECCD within 10 days of issuing the certificate copy to the provider. Corrections will be made to ensure future payments will be calculated correctly. DECCD shall not adjust underpayments for children who are missing from ledgers if the error is not reported within ten (10) days of the ledger submission. Any errors must be reported using the Provider Request for Child Information Correction Form, which is available on the DECCD website.

9.5.4 RATES AND CENTER POLICIES

- (1) CCPP-approved providers must file a copy of their published rates with DECCD annually.
- (2) Providers shall not charge a higher rate to families in the certificate program than the rate charged to the general public.
- (3) If the child care center's policy states that a program stipend will be provided to non-certificate children, the provider must document the amount and the source of funds for each child on a monthly basis. Parent co-payment fees shall not be used as children's stipends. This documentation must be in a hard-copy form, such as check stubs, receipts, and other relevant records that will show Mississippi Department of Human Services (MDHS) auditors a clear paper trail of cash infusion from non-tuition sources and non-child-care-certificate monies sufficient to cover the full amount of tuition without any stipends.
- (4) DECCD shall not monitor any fiscal or children's files without the director or an approved supervisor staff person in attendance. Only necessary documentation (described in Section 9.7) shall be requested from the parent and provider.
- (5) Parents employed at a licensed center may be eligible for a child care certificate, provided that the parents do not care for their own child(ren). Eligible child(ren) of child care workers cannot be included in a group assigned to the parent to maintain the adult/child ratio required by the Mississippi State Department of Health (MSDH) Child Care Facilities Licensure Division.
- (6) Rates of reimbursement shall be assigned on a certificate based on the provider type (licensed or unlicensed) and age of child. A full-time rate may be charged for nontraditional child care. Nontraditional child care is appropriate when a parent requires full-time child care in lieu of before- and after-school care.
- (7) Reimbursement Rates for School-Age Children
 - A. School-age children and children who attend other programs such as Head Start shall be reimbursed at the part-time rate for excused absences and during holidays except during times when it is documented that the child(ren) attended the licensed child care center for the full day because the school was not open or for out-of-school suspension during the school year. Full-time reimbursement shall be issued for full-time care provided by licensed centers when the primary school setting is closed or when the child is given an out-of-school suspension.
 - B. Providers shall be reimbursed at a part-time rate for any day in which a school-age child or child with a full-time/part-time certificate is present for a full day of care while their primary school setting is open.

- C. Summer child care for school-age children shall be reimbursed at the full-time rate for documented excused absences (described in Section 9.5.5), unexcused absences (up to their allotted number as described in Section 9.5.5), and holidays (as described in Section 9.5.5).
 - D. Full-time certificate payments for school-age children shall not be issued to students enrolled in first grade through 12th grade unless full-time care is needed during nontraditional hours and/or the primary/secondary school setting is closed.
- (8) Full-time certificate payments may be issued for three- and four-year-olds enrolled in public or private pre-kindergarten programs where tuition is assessed. Families who continue to meet eligibility criteria may apply to continue services until the child reaches 13 years of age or 19 years of age if the child is defined as special needs. Additionally, five (5) year old children whose parent(s) elect not to enroll their child(ren) in a public kindergarten program may receive full-time certificate funds until they reach the age of six (6), which is the compulsory age for school attendance in the state of Mississippi.
 - (9) Homeless children or children in foster care who receive CCPP assistance may be granted a twenty-four (24) hour grace period from the date of admission into a CCPP-approved child care program to obtain the necessary immunization records. Payments for such a child during this grace period shall not be considered an error or improper payment.

9.5.5 ALLOWABLE LEAVE TIME FOR PARENTS

- (1) Natural Disaster
 - A. Child care services shall be continued when parents are off work due to circumstances beyond the parent's control, such as hurricanes, floods, and tornado. Licensed child care providers shall be reimbursed when the center is closed temporarily in the event of an emergency declared by the President of the United States or Governor of Mississippi or an event that results from a natural disaster or human-caused event for up to ten (10) business days per occurrence, unless the parent needs to make alternate care arrangements. Unlicensed providers shall be reimbursed for actual attendance only.
- (2) A pregnant mother shall be allowed six (6) weeks of child care assistance during maternity leave. Documentation from a physician of the maternity leave must be included in the parent's file. If more leave time is required due to medical reasons, a physician's statement must be submitted to DECCD. Unlicensed providers shall be reimbursed for actual attendance only.
- (3) Fathers shall be allowed six (6) weeks of child care assistance related to the birth of a child if the employer/educational institution approves the leave time and if the father resides in the same household with the child. Documentation in the form of a letter on an employer/educational letterhead allowing the leave of absence for this reason must be submitted to DECCD. Unlicensed providers shall be reimbursed for actual attendance only.
- (4) Parent(s) shall be allowed six (6) weeks of child care assistance in cases of adoption of a new child or when a foster child is placed in the home if the employer/educational institution approves the leave time. Unlicensed providers shall be reimbursed for actual attendance only.
- (5) Parent(s) shall be allowed up to thirty (30) days of sick leave from their job if documented by their employer and physician. Extenuating circumstances in which additional time is required shall be handled on a case-by-case basis. Unlicensed providers shall be reimbursed for actual attendance only.

- (6) A child shall be allowed fifteen (15) paid unexcused absence days per federal fiscal year (beginning October 1 and ending September 30). Families have a choice of when they want to use these paid unexcused absence days. Additional paid excused absence days may be allowed due to court-ordered visitations, chronic illness, contagious illness, and medical treatment for children with special needs and if appropriate supporting documentation is provided either prior to or up to three (3) business days after the absence. Appropriate supporting documentation must be provided from a licensed healthcare provider (on letterhead) for chronic illness, contagious illnesses, and medical treatment for children with special needs. Documentation (on letterhead) for court-ordered visitations must be provided by the caseworker. Providers must maintain this documentation (as described in Section 9.5.1) and must code the paid excused absence per the child care payment system attendance codes. Unlicensed providers shall be reimbursed for actual attendance only.
- (7) DECCD shall pay for up to eleven (11) holidays (listed in (8) below) for the period beginning October 1 through September 30. If the Governor allows days in addition to the list below in observance of a holiday, providers shall be notified that they are also allowed these extra days. If the identified holiday falls on a weekend, the DECCD Director shall designate weekdays to observe the holiday at their discretion.
- (8) Approved paid holidays for licensed providers:

<u>January 1</u>	<u>New Year's Day</u>
<u>The Third Monday of January</u>	<u>Dr. Martin Luther King, Jr.'s Birthday and Robert E. Lee's Birthday</u>
<u>Spring (date varies annually)</u>	<u>Good Friday</u>
<u>The Last Monday of May</u>	<u>National Memorial Day/Jefferson Davis' Birthday</u>
<u>July 4</u>	<u>Independence Day</u>
<u>The First Monday of September</u>	<u>Labor Day</u>
<u>November</u>	<u>Thanksgiving Day & the Friday After</u>
<u>December 24</u>	<u>Christmas Eve</u>
<u>December 25</u>	<u>Christmas Day</u>
<u>December 31</u>	<u>New Year's Eve</u>

9.5.6 OVER-PAYMENTS AND UNDER-PAYMENTS

- (1) If a provider discovers an error in the payment issued, the provider shall notify the DECCD to request an adjustment within 30 days of the issuance of the payment. Questionable payments or incorrect payments shall be adjusted during the next regularly scheduled payment cycle.

9.5.7 ABSENTEES AND NOTICE

- (1) If a child is absent for more than two consecutive weeks for medical reasons, the parent is required to submit a doctor's statement. Extenuating circumstances shall be handled on a case-by-case basis.
- (2) In the case of a court-ordered visitation, DECCD must be notified, and a copy of the visitation order from the court must be kept on file by the provider. Any days a child is absent due to court-ordered visitation shall be considered excused absences and will not count toward a child's paid unexcused absence days. Parents are responsible for paying their determined co-payment amount in full even if the child does not attend due to court-ordered visitation.
- (3) The Child Care Payment Program (CCPP) shall provide a two (2) week notice for the termination of all certificates issued to CCPP-approved providers, except in the instance of substantiated provider fraud, policy violations, events that threaten the health or safety of a child, or the conviction of the child care provider for any crime if the criminal acts could have a detrimental effect on the children in their care.
- (4) A child care center shall remain open on days when children are taken on field trips, or any other day outside of the approved holiday list provided by DECCD, for any children who cannot attend the field trips or who still need child care during holidays not approved by DECCD.

9.5.8 CHANGES IN TAX IDENTIFICATION

- (1) DECCD shall only issue payments through the CCPP to the individual or entity attached to the Employee Identification Number (EIN) or Social Security Number (SSN) on record. If a provider elects to change from an EIN to an SSN, DECCD shall only approve the change if there is no lien or levy against the EIN of record. In the event that a facility changes ownership, the current provider shall alert DECCD prior to the change in ownership so that all certificates can be terminated and reissued to the new owner upon the last day of operation. If the new owner fails to complete the CCPP approval process prior to the first date of operation under new ownership, there shall be a lapse in payment until the new owner completes the CCPP approval process. No payments shall be made for any care provided while this lapse in approval occurs.

9.5.9 TAX IDENTIFICATION AND FEDERAL BACKUP WITHHOLDING

- (1) DECCD shall not approve an application for an individual or center to become a CCPP-approved provider if information on the W-9 is missing or incorrect. The W-9 must be signed and dated in order to be accepted by DECCD.
- (2) In the event that a CCPP-approved provider has a missing or incorrect Tax Identification Number (TIN), DECCD shall deduct the Backup Withholding (BWH-B) Rate of 28 percent from future payments through the CCPP program until the correct TIN or name is supplied to DECCD. A TIN shall be considered to be missing or incorrect if it is not provided, has more or less than nine numbers, has an alpha character as one of the nine positions, or is in the proper format with a NAME/TIN combination that does not match or cannot be found in IRS or SSA files.
 - A. If a CCPP-approved provider has a missing TIN, DECCD shall notify the provider via certified mail and immediately apply backup withholding until a W-9/TIN is supplied.
 - B. If a CCPP-approved provider has an incorrect name/TIN, DECCD shall send via certified mail a First B-Notice and a W-9 form. The envelope shall be clearly marked that important tax

information is enclosed. The provider shall be given thirty (30) business days to respond to complete the W-9 with a correct name/TIN. Failure to respond to the first B-Notice within thirty (30) business days will result in immediate backup withholding until the completed W-9 is returned.

C. If DECCD receives a second notification from the IRS within a three-year period that the provider TIN is incorrect, DECCD shall issue a Second B Notice to the provider. The Second B Notice shall not include a copy of the W-9. The provider shall be given thirty (30) business days to provide DECCD with a copy of his or her Social Security Card or a 147C. Failure to respond to the second B-Notice within thirty (30) business days shall result in immediate backup withholding until the documentation is provided.

(3) Tax-exempt organizations, government agencies, and corporations may be exempt from backup withholding according to IRS regulation.

(4) DECCD shall keep a record of withholdings in order to submit an Annual Return of Withheld Federal Income Tax Form 945 to the IRS.

9.6 PROVIDER REIMBURSEMENT

(1) DECCD sets rates for reimbursement to CCPP-approved providers. These reimbursement rates shall be published on the DECCD website and the state's child care consumer education website.

(2) Reimbursement rates shall be reviewed every three (3) years to ensure the rate is adequate and to ensure equal access to services for children in the CCPP.

(3) The process for determining provider reimbursement rates is described as follows:

A. Mississippi's child care reimbursement rate is set at 75 percent of the state's average child care payment rates by age of child, child's full- or part-time status, and facility type based on the most recent Market Rate Survey (MRS).

B. The methodology for the most current MRS shall be available on the DECCD website and the state's child care consumer education website.

9.7 MONITORING PROCEDURES

(1) **Annual Inspections:** All providers participating in the certificate program shall have an inspection at least once annually in accordance with federal requirements (CCDBG 658E(c)(2)(K)).

A. Licensed Child Care Centers

i. The Mississippi State Department of Health (MSDH) has the primary responsibility of conducting annual unannounced inspections of licensed child care centers.

ii. DECCD may conduct a monitoring visit of a CCPP-approved licensed child care center when the provider's records indicate a need for technical assistance or to conduct a record review. Any observed or suspected health and safety violation(s) shall be reported to MSDH.

B. Registered Family Child Care Homes and In-Home Providers and Licensed Exempt Providers

i. Child care monitoring agents from DECCD shall conduct annual inspections of CCPP-approved registered family child care homes and in-home providers and license-exempt

providers. These agents shall conduct both announced and unannounced annual-inspection visits. If the monitoring visit results in a finding(s) or violation(s), the provider may receive a follow-up visit within three (3) months to ensure compliance with the corrective action plan. The monitoring visits shall include a record review as outlined in (2) of this subsection and a review of compliance with health and safety regulations as outlined in (5) of this subsection.

ii. Child care monitoring agents must satisfactorily complete training before visiting child care providers for inspection. This training shall include the procedures for conducting a visit, proficiency with the information provided in this manual, and the process for reporting findings or violations. This training shall be renewed on an annual basis.

C. Inspection reports and any corrective actions (if applicable) shall be made publicly available on the state's child care consumer education website (described in Section 7.1). A full history of inspection reports shall be made publicly available on the child care consumer education website for a minimum of five (5) years. Non-critical findings or violations that satisfy the requirements of the corrective action plan may be removed from the website if the provider does not have multiple findings or violations in a single visit and if approved by DECCD.

(2) **Record Reviews:** Monitoring visits shall include a review of the following records, which shall be made available to the monitoring agent or investigator:

A. Attendance Records: Licensed and unlicensed providers must maintain a daily attendance roster (sign-in/sign-out sheets) for each child in accordance with Section 9.5.1. The attendance recorded on the center's attendance roster shall be compared to the attendance reported to DECCD. All documentation related to child attendance shall be reviewed.

B. Published Rates: The provider's published rates charged to the general public shall be compared to the rates requested and received on each certificate.

C. Documentation of Copayment Fees Collected: Monitoring agents shall verify the payment of co-payment fees. Both licensed and unlicensed providers shall maintain a record of the payment of monthly co-payment fees.

D. Licensure: A copy of the center's license or letter of exemption, if applicable, shall be requested if a current copy is not on file with DECCD.

E. Statement of Agreement: Records shall be reviewed to verify that the provider has retained a copy of the Statement of Agreement.

F. Hours of Operation: The center shall be monitored to make sure that the hours of operation meet the needs of full-time working parents plus travel time. The center must be open at least five (5) days per week.

G. Capacity: Attendance shall be checked to ensure that the provider is not receiving more (CCDF and TANF) certificates than its licensed or allowed capacity would allow at any given time (for example, nontraditional shifts and before- and after-school care). If it is determined during the monitoring visit that attendance exceeds the provider's licensed or allowed capacity, the situation shall be reported to the Mississippi State Department of Health (MSDH) Child Care Facilities Licensure Division and DECCD. Attendance in excess of licensed or allowed capacity is considered fraudulent and shall result in a recoupment of funds issued for certificates in excess of

licensed or allowed capacity. Unlicensed providers who have exceeded allowable capacity may be asked to provide proof that children in care are related within the third degree of kinship.

H. Immunization Records:

- i. Licensed child care providers who are CCPP approved shall continue to comply with MSDH immunization regulations, ensure that the children in their facilities are immunized appropriately by age (unless the child has a properly documented exemption for medical reasons), and keep appropriate immunization records.
- ii. Unlicensed child care providers who are CCPP approved shall maintain immunization records (Form 121 Certificate of Immunization issued by the Mississippi State Department of Health) for all children in their care, themselves, other approved caregivers, and other children or adults living in the home and provide copies to monitoring agents upon request.
- iii. In accordance with CCDBG 658E(c)(3), homeless children and children in foster care who receive CCPP assistance shall be granted a twenty-four (24) hour grace period from the date of admission into a CCPP-approved child care program to obtain the necessary immunization records. No provider, licensed or unlicensed, shall be punished for not having immunization records for homeless children and children in foster care who have been enrolled in care for fewer than twenty-four (24) hours prior to the time of inspection.

I. Proof of Staff Training: All providers must maintain documentation of the accrual of orientation and ongoing training requirements as described in Section 9.11.

J. Record of Emergency Drills:

- i. Licensed providers who are CCPP approved must maintain a record of emergency drills as required by the Mississippi State Department of Health (MSDH), Child Care Facilities Licensure Division.
- ii. Unlicensed providers who are CCPP approved must maintain a record of annual emergency drills as described in Section 9.8.1.

K. Health and Safety: All providers must maintain documentation of any medication administered to a child. The record must show the written authorization from the parent to administer medication, name of medication, dosage, date and time of administration, and signature of dispensing caregiver. This record shall also note any allergies and medical needs of the child.

(3) **Fines:**

A. Per the Center Statement of Agreement, all child care providers are notified that monitoring may be announced or unannounced. Refusal to cooperate in the monitoring process shall result in a financial penalty of \$1,000, which will be deducted from future payment through the CCPP.

(4) **Findings:**

A. Findings shall be recorded on an official inspection form. A copy of the completed inspection form shall be given to providers at the time of inspection.

- B. If a center is not accurately recording attendance or is charging different rates, the center shall receive a letter concerning the finding(s). Any overpayments that occurred because of these two situations shall be recouped.
 - C. A center or provider with findings or violations that pose a health and safety risk (critical violation) to children may be monitored again by either announced or unannounced visits to monitor compliance with corrective action plans. If, on a follow-up visit, the center/provider is still in non-compliance under the original finding(s), a copy of all correspondence regarding the matter shall be forwarded to the Director of DECCD, and processes for Suspension or Debarment described in Section 11.7 shall be engaged. Such incidences shall also be publicly reported on the state's child care consumer education website.
- (5) **Health and Safety:** Unlicensed child care providers who are CCPP approved shall be monitored for compliance with the following Health and Safety regulations as required by federal law (CCDBG 658E(c)(2)(J)). These standards are reiterated in the Basic Health, Safety, and Nutritional Assurances form signed by the provider as part of the registration process. When conducting an on-site inspection of a child care provider, child care monitoring agents shall utilize the Monitoring Checklist, which is available on the DECCD website and the state's child care consumer education website. Records of successful completion of all trainings shall be maintained on site.
- A. Prevention/Control of Infectious Disease:
 - i. A current MSDH Form 121 Certificate of Immunization must be kept on site for all providers, children, and residents of unlicensed family child care homes at all times.
 - a. In accordance with CCDBG 658E(c)(3), homeless children and children in foster care who receive CCPP assistance shall be granted a twenty-four (24) hour grace period from the date of admission into a CCPP-approved child care program to obtain the necessary immunization records. No provider, licensed or unlicensed, shall be required to have immunization records for homeless children and children in foster care who have been enrolled in their care for fewer than twenty-four (24) hours prior to the time of inspection.
 - ii. Sick children and children with contagious conditions must be isolated and have a parent immediately notified to pick up the child as soon as possible.
 - iii. Children must be checked each day upon arrival for contagious or infectious disease and not admitted if ill.
 - iv. Providers must report infectious disease to the local Health Department.
 - v. The provider and any persons in the home shall be free of contagious conditions.
 - vi. Children shall not use a common towel or wash cloth. All toilet rooms used by children shall have toilet paper, soap, and individual disposable towels.
 - B. Sudden Infant Death Syndrome (SIDS) Prevention and Safe-Sleeping Practices:
 - i. Per *MSDH Regulations Governing Licensure of Child Care Facilities* (Rule 2.9.4), an infant shall be placed on his/her back for sleeping unless written physician orders to the contrary are in the child's record. Sleeping infants shall be within view of the staff and

visually checked regularly when sleeping. Nothing shall obstruct the view of the staff or prevent the staff from clearly seeing infants or children.

- ii. Per MSDH Regulations Governing Licensure of Child Care Facilities (Rule 2.9.4), infants shall be dressed in clothing appropriate for sleeping that is designed to keep the infant warm without the possible hazard of head covering or entrapment. The room shall be kept at a draft-free seasonally appropriate temperature of 65 degrees Fahrenheit to 78 degrees Fahrenheit. If a child is already asleep and not dressed in clothing appropriate for sleeping, the caregiver does not need to awaken the infant to change his or her clothes.
- iii. Cribs must meet federal standards. Upon purchase of a crib, providers must obtain documentation verifying that the crib meets current federal standards. Providers must keep this documentation for their records.
- iv. Cribs shall only be used for sleep purposes.
- v. Per MSDH Regulations Governing Licensure of Child Care Facilities (Rule 2.9.4), providers shall use a firm mattress covered by a fitted sheet.
- vi. Per MSDH Regulations Governing Licensure of Child Care Facilities (Rule 2.9.4), items such as but not limited to pillows, blankets, sheepskins, bumpers, soft objects, stuffed toys, and loose bedding, shall not be in the crib.
- vii. For children who are not infants, there must be clean individual beds, cots, mattresses, or mats provided for each child to use for naps or sleeping.
- viii. Cribs and mattresses must be thoroughly cleaned and sanitized before assignment for use by another child. Soiled linens should be changed immediately with clean linens. Linens shall be washed at least twice per week and kept clean.

C. Medication Administration and Parental Consent:

- i. The administration of medication by caregivers must be limited to prescription or non-prescription medication as directed by the prescribing health care providers for a specific child. The medication must also be accompanied by the written permission of the parent.
- ii. Prescription medication must be properly labeled with the child's name; name and contact information of the prescribing physician or nurse practitioner; name and strength of the medication; date the prescription was filled; expiration date; and instructions for administration and storage.
- iii. Non-prescription medication must be brought to the child care provider by the parent in the original container and labeled with the child's name, dosage, legible instructions for administration and storage, and any specific warnings.
- iv. Medication shall be inaccessible to children and shall have child-resistant caps, if applicable.
- v. Medication prescribed for one individual shall never be administered to another individual.
- vi. Unused medication shall be returned to the parent.

- vii. The administration of medication by caregivers to a child shall be documented in the child's record. The record must show the written authorization from the parent to administer medication, name of medication, dosage, date and time of administration, and signature of dispensing caregiver. This record shall also note any allergies and medical needs of the child.

D. Prevention/Response to Allergic Reactions:

- i. Parents are required to inform child care providers of any allergies (food or otherwise) of their children through written documentation that identifies each item to which the child is allergic, provides legible instructions on how to avoid the item, lists symptoms of an allergic reaction, and includes the name(s), dose(s), and method(s) of administration of medication(s) to treat the allergic reaction.
- ii. Caregivers must immediately notify the parent of any suspected allergic reactions, including any contact with the item to which the child is allergic.

E. Environmental Safety:

- i. A caregiver shall maintain the home, grounds, and equipment in safe condition. The home and grounds must be clean and free of debris or other potentially dangerous hazards. All equipment must be in good repair.
- ii. Garbage and/or trash must be removed from the home regularly and from the grounds at least once a week. Garbage shall be kept in a closed container and out of reach of children.
- iii. All electrical outlets within reach of children shall have safety outlets or have protective covers.
- iv. A caregiver shall not use multiple plugs or gang plugs unless surge protection devices are used.
- v. A caregiver shall keep the temperature of inside areas used by children at no less than 65 degrees (Fahrenheit) and no more than 78 degrees (Fahrenheit).
- vi. The home must be adequately ventilated at all times.
- vii. Per MSDH Regulations Governing Licensure of Child Care Facilities (Rule 1.11.8), electric fans, if used, shall be mounted high on the wall or ceiling or shall be guarded to limit the size of the opening in the blade guard to less than one-half of an inch.
- viii. Per MSDH Regulations Governing Licensure of Child Care Facilities (Rule 1.11.8), portable, open flame, and kerosene space heaters are prohibited. Portable gas stoves shall not be used for heating.
- ix. Per MSDH Regulations Governing Licensure of Child Care Facilities (Rule 1.11.8), electric space heaters shall be UL-approved; inaccessible to children; and stable; shall have protective covering; and shall be placed at least three feet from curtains, papers, and furniture.
- x. Per MSDH Regulations Governing Licensure of Child Care Facilities (Rule 1.11.8), fireplaces and fireplace inserts shall be screened securely or equipped with protective

guards while in use. The areas shall be properly drafted. The child care facility or home shall provide evidence of cleaning the chimney at least once a year or as frequently as necessary to prevent excessive buildup of combustibles in the chimney. Record of chimney clearing shall be retained by the provider.

- xi. Per MSDH Regulations Governing Licensure of Child Care Facilities (Rule 1.11.8), heating units that utilize gas shall be installed and maintained in accordance with the manufacturer's instructions, be vented properly to the outside, and be supplied with sufficient combustion air as required by the International Fuel Gas Code.
 - a. If the area of the state where the facility or home is located does not utilize the International Fuel Gas Code, the installation and maintenance of any heating units that utilize gas shall be in accordance with the manufacturer's instructions and any local ordinances that apply.
- xii. It is the responsibility of the child care provider to provide the monitoring agent with documentation that the heating units meet the stated standards.
- xiii. A home shall install barriers or take other steps to ensure heating units are inaccessible to children. Heating units include hot-water pipes, hot-water baseboard heaters hotter than 110 degrees Fahrenheit, fireplaces, fireplace inserts, and wood stoves.
- xiv. All homes shall have hot and cold running water. Water coming from a faucet shall be below 110 degrees (Fahrenheit) in all areas accessible to children. A home may install a water-tempering control valve ahead of all domestic water-heater piping.
- xv. A caregiver must provide safe playing areas inside and outside the home. Outside play areas must be consistent with city/municipality regulations.
- xvi. A caregiver's outside play area must be safe, clean, and free of any debris. The caregiver shall fence the outside play area when it is next to a highway, busy street, ditch, or other hazardous area or when determined to be necessary for safety by the registered authority. The fence shall have one latched gate for emergency exits.
- xvii. The use of a trampoline is prohibited at any time during the hours of operation or by any children receiving care at the home.
- xviii. The primary caregiver must have a working landline telephone or cell phone in the home and a valid working phone number on file with DECCD at all times. DECCD shall be notified if the telephone number is temporarily out of service.
- xix. A caregiver shall unload all guns, including pellet or BB guns, rifles, shotguns, and handguns, and keep them in a locked area inaccessible to children. Gun ammunition and gun cleaning supplies shall also be in a locked area inaccessible to children.
- xx. A caregiver shall keep all weapons in a locked area inaccessible to children.
- xxi. A caregiver shall prohibit smoking, tobacco use, illegal drug use, and the drinking of alcoholic beverages in all areas, including vehicles, when children are present. Possessing or knowingly permitting illegal drugs or non-prescription controlled substances to be possessed or sold on the premises at any time, regardless of whether children are present, is prohibited.

- xxii. A caregiver shall store combustible and flammable materials in a safe area away from water heater rooms, furnace rooms, heaters, fireplaces, or laundry rooms.
- xxiii. A child care home shall have two (2) major exits readily accessible to children with no obstructions in the pathways of these exits.
- xxiv. Toys and objects (including high chairs, playpens, and cribs) shall be safe, durable, easy to clean, and nontoxic.
- xxv. A caregiver with pets shall comply with the following requirements:
 - a. A home shall inform parents or guardians in writing before pets are allowed at the residence.
 - b. A home shall inoculate any pets as prescribed by a veterinarian and keep a record of proof of inoculation prior to the pet's presence at the residence.
 - c. A home shall not allow on the premises pets or other animals that are undomesticated, dangerous, contagious, or vicious in nature.
 - d. Areas of confinement, such as cages and pens, and outdoor areas shall be cleaned of excrement daily.
 - e. A caregiver must be physically present during the handling of all pets or other animals.

F. Prevention of Shaken Baby Syndrome and Abusive Head Trauma:

- i. Infants and toddlers shall not be shaken or thrown. To calm a crying infant or toddler, a caregiver shall gently rock the child, sing or talk softly to the child, or offer the child a pacifier.
- ii. Infants or toddlers who will not stop crying shall be checked for signs of illness, such as fever. Parents shall be contacted if the child shows signs of illness.
- iii. No form of corporal or harsh punishment, including yelling, slapping, spanking, or total isolation, shall be used as a discipline measure.
- iv. Any occurrence of an infant or toddler being shaken or thrown by a caregiver or a parent shall be reported to the Mississippi Department of Child Protection Services (MDCPS).

G. Emergency Preparedness:

- i. An up-to-date emergency/disaster preparedness and response (EPR) plan must be on file and available.
- ii. All providers shall post emergency numbers for the police, fire department, ambulance, poison control center, and other emergency personnel or first responders in a visible location.
- iii. All child care homes shall have working smoke detectors in an amount consistent with and installed per manufacturer's instructions.

- iv. All child care homes shall have a fire extinguisher that is serviced annually by a qualified fire extinguisher technician.
- v. A box of baking soda must be kept in the kitchen to help extinguish small grease fires.

H. Handling and Storage of Hazardous Materials:

- i. A caregiver shall keep all hazardous materials, including medications, poisons, toxic materials, cleaning agents, pesticides, alcohol, sharp or pointed objects, and any other dangerous materials, in a storage area inaccessible to children.
- ii. A caregiver shall change wet and soiled diapers and clothing promptly. A caregiver shall not change a diaper in a food preparation area. Caregivers shall wash their hands before diapering children and wash their hands and the child's hands after every diaper change. A caregiver shall change a child's diaper on a clean, safe, waterproof surface; discard any disposable covers; and disinfect the surface after each diaper change.
 - a. If a child's clothing is soiled at any point, the caregiver shall change the child's clothing and store the soiled clothing in a securely tied plastic bag to send home with the child.

I. Transportation Safety:

- i. A child shall only be transported in a vehicle of any type if the child is properly secured in an age-appropriate restraining device.
- ii. Children shall only be transported in vehicles that have current registration and insurance coverage.
- iii. The driver shall have a valid driver's license and comply with motor vehicle and traffic laws.

J. Pediatric First Aid and Cardiopulmonary Resuscitation (CPR):

- i. All caregivers must be satisfactorily trained in Infant and Child CPR and basic first aid.
- ii. At least one caregiver with a current CPR certification must physically be present during all times when children are in care.
- iii. The home shall have a first-aid kit stored in a convenient place inaccessible to children but easily accessible to the caregiver. The kit shall contain at least adhesive bandages, gauze pads, adhesive tape, scissors, soap, non-porous latex gloves, and a thermometer.

K. Child Abuse and Neglect:

- i. Monitoring agents shall observe children within the child care home for visible signs of abuse or neglect. Any suspicion of abuse or neglect shall be reported to the Mississippi Department of Child Protection Services (MDCPS).
- ii. Monitoring agents shall check training records to ensure that caregivers, teachers, and directors have been trained in compliance with Mississippi's child abuse reporting laws.

- iii. Monitoring agents shall check for the presence of individuals residing in the home who have not submitted to a Child Abuse and Neglect registry check and/or comprehensive background check.

L. Health and Safety Training:

- i. Providers shall have documentation of successful orientation and ongoing training hours as described in Section 9.11.

M. Notifying Parent(s):

- i. A child's parent shall be notified immediately of emergency or urgent issues. Such notifications, including the issue/event, the date and time of the issue, and how the issue was addressed shall be noted in the child's record.

(6) Pictures may be taken at the time of any monitoring visit for the purpose of documentation.

9.8 EMERGENCY/DISASTER PREPAREDNESS AND RESPONSE

CCDBG mandates that all child care providers who are approved by DECCD to accept CCDF subsidies must have an emergency preparedness and response (EPR) plan to protect the health and safety of children and staff. Licensed child care providers in Mississippi should already have an EPR in place. This section identifies the items that a provider must include in their EPR, the frequency with which the EPR should be reviewed and/or updated, dissemination procedures for the EPR, frequency of emergency-related drills, additional emergency preparedness resources, and requirements for personnel training related to emergency response.

9.8.1 EMERGENCY/DISASTER PREPAREDNESS AND RESPONSE (EPR) PLAN

(1) CCPP-approved child care providers are required to have a written EPR plan in the event of a fire, natural disaster, or other threatening situation that may pose a health or safety hazard to the children in the center or home in accordance with federal law CCDBG 658(c)(2)(U). The plan shall include but is not limited to:

- A. Two designated emergency relocation sites (which align with regulations from MSDH):
 - i. One site must be a minimum of one mile away from the facility.
 - ii. One site must be at least five miles away from the facility for more widespread emergencies.
- B. Procedures for evacuation, relocation, shelter in place, and lockdown:
 - i. The procedures shall include how children will be safely transported, if necessary, in an emergency situation.
- C. Procedures for notifying parents of emergency or urgent situations and of the relocation, if applicable, to ensure family reunification;
- D. Procedures to address the needs of individual children, including infants and toddlers, children with chronic medical conditions, and children with special needs;
- E. Guidelines regarding continuity of care;
- F. Identification of staff responsibilities and assignment of tasks, as appropriate;

- G. Coordination with local emergency management officials; and
 - H. Information on staff training or orientation to ensure that staff are familiar with the plan's components.
- (2) CCPP-approved child care providers shall review and update their EPR plans on an annual basis and after any relevant incident.
 - (3) CCPP-approved child care providers shall retain an updated copy of the EPR plan for evacuation, provide an updated copy of the plan to appropriate local emergency management officials, and provide a copy of the plan to each parent of the child at the time of the child's enrollment in the program and whenever the plan is updated.
 - (4) Licensed child care providers who are CCPP approved shall conduct and document emergency preparedness drills per the guidelines established by the MSDH Child Care Facilities Licensure Division. All other CCPP-approved child care providers must conduct the following emergency preparedness drills and document such drills:
 - A. A fire drill must be conducted during hours of operation at least twice annually.
 - B. A tornado drill must be conducted during hours of operation at least twice annually.
 - C. A lockdown drill must be conducted during hours of operation at least twice annually.
 - D. An earthquake drill may be conducted during hours of operation annually at the option of the provider.
 - (5) Specific requirements for CCPP-approved family child care homes:
 - A. All providers shall post emergency numbers for the police, fire department, ambulance, poison control center, and other emergency personnel or first responders in a visible location.
 - B. All child care homes shall have working smoke detectors in an amount consistent with and installed per manufacturer's instructions.
 - C. All child care homes shall have a fire extinguisher that is serviced annually by a qualified fire extinguisher technician.
 - D. All child care homes shall have a first-aid kit stored in a convenient place inaccessible to children but easily accessible to the caregiver. The kit shall contain at least adhesive bandages, gauze pads, adhesive tape, scissors, soap, non-porous latex gloves, and a thermometer.
 - (6) Resources regarding disaster preparedness can be found on the DECCD website and the consumer education website. A template for preparing an EPR plan is provided on the DECCD website.
 - (7) Training requirements related to emergency/disaster preparedness for child care providers, staff, and other personnel are located in Section 9.11.1.

9.8.2 OTHER URGENT OR EMERGENCY INCIDENTS

CCPP-approved providers shall also prepare a written plan for reporting and managing other types of urgent events, including but not limited to lost or missing children, suspected child abuse, intruders, mass shooting, or injuries or illnesses requiring medical attention or emergency care. All caregivers shall be trained on the procedures for reporting and managing emergency or urgent incidents.

9.8.3 DECCD RESPONSIBILITIES

In the event of an emergency declared by the President of the United States or Governor of Mississippi or that results from a natural disaster or human-caused event, the role of DECCD is to support child care providers and to assist in the provision of safe and healthy child care alternatives for families during and after such disasters or emergencies. DECCD is responsible for training DECCD staff on emergency preparedness and training of disaster teams, preparing and updating EPR plans, collaborating with early childhood partners about their roles in emergency preparedness and response, and making provisions for the continuation of core DECCD functions. As part of emergency or disaster response, DECCD shall identify the needs of families currently receiving subsidized child care services, and implement procedures to process new applications for families needing assistance as a result of an emergency or disaster. Emergency procedures for CCDF-subsidized child care are described in the *Emergency Procedures for the Mississippi Child Care Payment Program* document on the DECCD website.

9.9 DEVELOPMENTAL AND BEHAVIORAL SCREENINGS

- (1) CCPP-approved providers shall establish a process for ensuring that children in their care receive an age-appropriate developmental and behavioral screening upon enrollment and when developmental concerns arise or annually. Providers must document the results of these screenings in their child records. Providers must submit their process to monitors during monitoring or inspection visits. The process for developmental and behavioral screenings shall include:
 - A. Identifying who will conduct the screening, whether it be the child care provider themselves, the provider connecting parents to resources to ensure that the screening occurs, a qualified local agency, or local health care provider.
 - i. Child care providers who opt to conduct the screening themselves must have the appropriate training.
 - B. Parent education, consent, and participation.
 - C. Connecting parents to available resources, including the consumer education website, and support, such as a local primary health care provider.

9.10 SOCIAL EMOTIONAL BEHAVIORAL HEALTH

- (1) In accordance with CCDBG 658E(c)(2)(G), CCPP-approved providers shall complete ongoing training and professional development that promote the social, emotional, physical, and cognitive development of the children in their care and exclusionary discipline practices.
- (2) CCPP-approved providers shall establish practices for promoting developmentally appropriate social-emotional-behavioral health practices and procedures for discipline and intervention. These procedures and practices shall be clearly communicated to all staff, families, and community partners.
- (3) DECCD recommends that child care providers limit the use of expulsion, suspension, and other exclusionary discipline practices; these practices should only be used as a last resort. Should a situation arise where there is documented evidence that all possible interventions and supports recommended by a qualified professional have been exhausted and it has been determined that transitioning a child to another program is necessary for the well-being of the child or his or her peers, providers are encouraged to take a series of documented steps to ensure a smooth transition into another setting that offers a rich social context and opportunities for interactions with socially competent peers so that the child's learning and social skills practice are optimized in a natural environment. If the child has a disability and is receiving services under the Individuals with

Disabilities Education Act (IDEA), the provider and DECCD shall ensure that additional applicable procedural safeguards and requirements are met.

- (4) In order to set goals for improvement and analyze data to assess progress, DECCD shall coordinate with other early childhood programs in Mississippi to collect and analyze statewide data on expulsions, suspensions, and other exclusionary discipline practices.
- (5) DECCD will work with CCPP-approved providers and other Mississippi early childhood stakeholders to invest in child care workforce preparation and development. This process shall be designed to ensure that early childhood programs promote children’s social-emotional and behavioral health and eliminate or severely limit the use of expulsion, suspension, and other exclusionary discipline practices. This process shall include the use of a percentage of CCDBG funds for activities—such as entry-level credentials; higher education; statewide early childhood mental health consultation; statewide endorsements for infants, early childhood, and family mental health specialists; statewide models of positive behavior intervention and supports; and career pathways—that enhance the quality of child care programs and strengthen Mississippi’s child care workforce.
- (6) DECCD seeks to assist child care providers in improving program quality. To achieve this goal, DECCD shall collect and evaluate data to identify gaps in professional development, accessibility, affordability, and quality of child care workforce. To achieve this goal, staff qualifications should be high, and professional development should be provided on an ongoing basis, including professional development that addresses social-emotional-behavioral development and exclusionary discipline practices.

9.11 PROFESSIONAL DEVELOPMENT

This section describes the training requirements for all child care providers, teachers, and directors in licensed and unlicensed child care settings that are CCPP approved. DECCD seeks to assist Mississippi child care providers in improving the quality of their child care services. To achieve this goal, DECCD shall collect and evaluate data to identify gaps in professional development, accessibility, affordability, and child care workforce quality. Child care providers and their personnel are required to complete orientation training and ongoing professional development on an annual basis or as necessary due to a violation or another incident.

9.11.1 TRAINING REQUIREMENTS FOR CHILD CARE PROVIDERS AND PERSONNEL

(1) Orientation Training:

- A. All caregivers, teachers, and directors in licensed and CCPP-approved unlicensed care settings are required to complete 15 hours of orientation training within ninety (90) days from their hire date. This training requirement is waived if the caregiver, teacher, or director has completed the training from a previous employer and provided the appropriate documentation of the training to the new employer and to DECCD.
 - i. Licensed child care providers shall maintain documentation of completed orientation training for caregiver staff and volunteers who engage in child care. This documentation must be made available to monitors and/or DECCD upon request.
 - ii. Child care providers in unlicensed care settings shall maintain documentation of their completed orientation training, and this documentation shall be made available to DECCD monitors upon request.

- B. Orientation training shall be delivered through a variety of platforms to meet the needs of child care providers. These platforms may include but are not limited to online training with proctored examinations or face-to-face lectures/workshops with proctored examinations.
- i. Caregivers are required to register in advance for the training, attend the entire session, and score satisfactorily on the corresponding examination to receive a certificate of completion.
 - ii. Orientation training courses shall be provided free of charge, with the exception of certification of cardiopulmonary resuscitation (CPR) (see Section 9.7 regarding certification in CPR).
- C. In accordance with CCDBG 658E(c)(2)(I), orientation training shall include all of the topic areas listed below and as outlined in Section 9.7:
- i. Prevention and control of infectious disease;
 - ii. Prevention of Sudden Infant Death Syndrome (SIDS) and the use of safe-sleeping practices;
 - iii. Administration of medication consistent with standards for parental consent;
 - iv. Prevention and response to emergencies due to food and allergic reactions;
 - v. Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic;
 - vi. Prevention of shaken baby syndrome and abusive head trauma;
 - vii. Emergency preparedness and response planning for emergencies resulting from a natural disaster or human-caused event that shall include procedures for evacuation, relocation, shelter in place, lock down, staff and volunteer emergency preparedness training and practice drills, communication and reunification with families, continuity of operations, and accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions;
 - viii. Handling and storage of hazardous materials and the appropriate disposal of biocontaminants;
 - ix. Appropriate precautions in transporting children, if applicable;
 - x. First aid and cardiopulmonary resuscitation (CPR); and
 - xi. Recognizing signs, symptoms, or behaviors of child abuse and neglect and MDHS reporting procedures for suspected child abuse or neglect cases. Caregivers are mandatory reporters of child abuse and neglect if the caregiver suspects that a child in their care is being abused or neglected by a parent, family member, child care worker, or other individual with access to the child. The caregiver should submit the report directly to the Mississippi Department of Child Protection Services; it is not sufficient for the caregiver to submit the report to their supervisor or child care director. All claims of report of abuse or neglect will be handled pursuant to state and federal laws and agency policy.

(2) Ongoing Professional Development:

- A. Providers in a licensed care setting shall follow licensing guidelines regarding the accrual of annual training hours.
 - B. Providers must renew health and safety training listed in Section 9.11.1 according to the following schedule to remain eligible as a CCPP-approved provider:
 - i. Providers shall renew training on the prevention and control of infectious diseases (including immunization) every two (2) years;
 - ii. Providers shall renew training on the prevention of sudden infant death syndrome and use of safe-sleeping practices every two (2) years;
 - iii. Providers shall renew training on the administration of medication, consistent with standards for parental consent, every two (2) years;
 - iv. Providers shall renew training on the prevention of and response to emergencies due to food and allergic reactions every two (2) years;
 - v. Providers shall renew training on building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic, every two (2) years;
 - vi. Providers shall renew training on the prevention of shaken baby syndrome and abusive head trauma every two (2) years;
 - vii. Providers shall annually renew training related to emergency preparedness and response planning for emergencies resulting from a natural disaster or a human-caused event (such as violence at a child care facility), within the meaning of those terms under Section 602(a) (1) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5195a(a)(1));
 - viii. Providers shall renew training on the handling and storage of hazardous materials and the appropriate disposal of biocontaminants every two (2) years;
 - ix. Providers shall renew training on precautions in transporting children (if applicable) every two (2) years;
 - x. Providers shall renew training and/or certification on first aid and cardiopulmonary resuscitation (CPR) every two (2) years.
 - C. Child care providers in an unlicensed care setting shall accrue six (6) hours of professional development annually.
 - D. Child care providers shall maintain documentation of the completion of training hours. This documentation shall be made available to DECCD monitors upon request.
- (3) Professional development that addresses social-emotional-behavioral development, mental health, expulsion, and exclusionary discipline practices shall be conducted on an ongoing basis.
- (4) CCPP-approved providers shall also establish a process for ensuring that children in their care receive an age-appropriate developmental and behavioral screening upon enrollment.

- (5) In accordance with CCDBG 658E(c)(2)(P), DECCD shall engage other Mississippi agencies or organizations that deliver child care and development services to expand available training programs and continually improve the quality of child care services available in the state.
- (6) Failure to comply with orientation training or ongoing professional development requirements described above may result in suspension from the Child Care Payment Program (CCPP).

10. DISPUTES AND ADMINISTRATIVE HEARINGS

(1) DEFINITION

- A. An administrative hearing is a process that provides a parent or provider an opportunity to appeal agency action or failure to act. When the parent or provider disagrees with action that has been taken, the hearing gives him/her the opportunity to more fully describe his/her circumstances, to prevent evidence supporting his/her claim, and to have his/her eligibility for the CCDF program reviewed by someone not involved in the original decision. Evidence that can be presented in a hearing is limited to circumstances known at the time the agency decision was made. The claimant, or the individual who has initiated the proceedings by requesting an administrative hearing, bears the ultimate burden of proof in order to change the present state of affairs with regard to any issue.

(2) BASIS FOR A HEARING

- A. Any unresolved dispute concerning a question of fact under the Application/Agreement between DECCD and Parent or Provider shall be subject to a hearing.
- B. Some issues are not subject to the fair hearing process, such as policies or agency actions that comply with federal or state regulations.
- C. A parent applicant or subsidy recipient has a right to appeal decisions regarding eligibility for assistance, including the following issues:
 - i. Decisions regarding eligibility for the subsidy program;
 - ii. Denial of opportunity to make application or reapplication of benefits;
 - iii. Suspension or discontinuance of subsidy benefits in whole or in part;
 - iv. Decisions regarding good-cause exemptions from cooperation with the Division of Child Support Enforcement at MDHS;
 - v. Application of penalties that results in rejection of application, case closure, or reduction of benefits.
- D. A provider that has applied to participate in the subsidy program or that has already been approved by DECCD has a right to appeal decisions, including the following:
 - i. Denial of opportunity to make application or renewal of approved status;
 - ii. Application of penalties that result in rejection of application, suspension, or debarment;
 - iii. Recoupments or payment reductions.

- E. In accordance with CCDBG 658H(e)(3)(A), child care providers have the right to challenge the accuracy of a criminal background check that results in the ineligibility of a prospective employee for employment. Licensed providers should file the appeal with the Mississippi State Department of Health (MSDH) Division of Child Care Licensure. Unlicensed providers should request an administrative hearing through the Mississippi Department of Human Services, (MDHS) Division of Early Childhood Care and Development (DECCD).

(3) REQUESTING AN ADMINISTRATIVE HEARING

- A. Before requesting an Administrative Hearing, the individual/claimant shall attempt to resolve the issue by communicating with DECCD child care subsidy eligibility staff. The individual/claimant shall first reach out to the service representative. If the individual/claimant is unable to resolve the issue to his/her satisfaction, he/she shall then contact the Subsidy Program Director, followed by the Policy Director. If DECCD staff is still unable to resolve the issue to the satisfaction of the individual/claimant, he/she may request an administrative hearing.
- B. The individual must make the request for a hearing in the form of a written and signed request to the attention of the Director of the Division of Early Childhood Care and Development (DECCD). The claimant may be represented by anyone he/she designates; however, he/she must give the designation in writing.
- C. The claimant may not request a hearing:
 - i. On behalf of another individual, or
 - ii. To discuss decisions regarding another person.

(4) TIME LIMIT FOR HEARING REQUEST

- A. An individual/claimant who requests a hearing as a result of a change in case or case closure has 90 days following the expiration of advance notice to request a hearing.

(5) INDIVIDUAL'S RIGHTS IN A HEARING

- A. The claimant has the following rights in a hearing:
 - i. To present facts about his/her circumstances and eligibility orally or through documentation;
 - ii. To have an attorney, relative, or friend to assist him/her if he/she wishes or to present the facts on his/her behalf.
- B. An administrative hearing is an informal proceeding that gives both parties their due process rights and a forum to provide evidence. An administrative hearing is not an adverse process. Questions shall be asked only for clarification. If a party has legal representation, the attorney shall only give legal advice to his/her client and not for direct or cross examination. The claimant shall not directly question the agency representative or eligibility worker who made the decision or executed the case action in question. During the hearing, a review shall be conducted of the information shared verbally by the claimant as well as any documentation that the lead agency has on file, including any case notes entered by DECCD staff members.

(6) BASIS FOR DISMISSING HEARING REQUEST

- A. DECCD may deny or dismiss a request for a hearing under the following circumstances:
- i. The request for dismissal is written by the claimant or his/her designated representative, stating the reason.
 - ii. The request for a hearing is made on the sole issue of state or federal law requiring automatic subsidy adjustments, and the recipient does not make an individual appeal on incorrect computation of his/her subsidy. In this case, the Director of the DECCD may deny the request for a hearing or proceed to issue a final decision based on the existing record.
 - iii. The hearing is abandoned. Abandonment occurs when neither the claimant nor his/her representative appears at the time and place agreed upon for the hearing and has furnished no valid reason for this absence.
 - iv. The claimant has failed to comply with an order, deadline, or other requirement. In this case, the Director of the DECCD may deny the request for a hearing or proceed to issue a final decision based on the existing record.

(7) ACKNOWLEDGEMENT OF HEARING REQUEST

- A. When the claimant makes a timely request for an administrative hearing, the Director of DECCD shall acknowledge receipt of the request within ten (10) business days after receipt of the request and shall schedule the agency conference at the earliest convenience of the Director of DECCD.

(8) STATE RESPONSIBILITY

- A. Review the record in preparation for the hearing and secure any additional evidence needed for the hearing.
- B. Provide informal procedures for the individual and his representative, if applicable, to present information about the case, to question the basis for the decision which the subsidy and/or policy unit has made, and to have an explanation of the eligibility requirements as they pertain to the claimant's situation.
- C. Consider carefully the information presented at the hearing and reaching a decision about the claimant's eligibility. In making this decision, DECCD will not use any material that was not discussed with the claimant during the hearing or not made available to the hearing officer at the time of the hearing.
- D. Notify the claimant of the decision reached by the Director of DECCD. These notices shall give information about the individual's right to appeal to the Executive Director of the Mississippi Department of Human Services.

(9) TIME AND PLACE OF HEARING

- A. The notice of the hearing shall be sent via postal mail, email, phone, and/or text message to the claimant at least five (5) days before the scheduled hearing day. The hearing shall be held at the office of the Director of the Division of Early Childhood Care and Development (DECCD).

(10) WHO MAY ATTEND

- A. A Mississippi Department of Human Services (MDHS) agency attorney shall serve as the Hearing Officer. The hearing is an orderly but informal proceeding, much in the nature of a conference. The term informal refers to the fact that regular court procedures, such as swearing in, are not followed. However, at the discretion of the Hearing Officer, he/she may swear in all persons present for the purpose of holding the hearing. A ruling of the State Attorney General empowers state staff with the authority to administer oaths and affirmations in accordance with state statute. The hearing shall not be open to the public. Those who should attend the hearing are the individual/claimant, his/her representative if applicable, the Hearing Officer, and the Director of the Division of Early Childhood Care and Development (DECCD). All other persons who attend will attend only for the purpose of representing the state agency. All persons who attend the hearing shall be asked to give information pertinent to the issues under consideration.

(11) GROUP HEARINGS

- A. A group hearing can be held for a number of claimants under the following circumstances:
- i. DECCD may consolidate the cases and conduct a single group hearing when the only issue involved is one of a single law or agency policy.
 - ii. The claimants may request a group hearing when there is one issue of agency policy common to all of them.
- B. Each individual claimant in a group hearing must be permitted to present his/her own case and be represented by his/her own lawyer or to withdraw from the group hearing and have his/her case heard individually.

(12) HOLDING THE HEARING

- A. The Hearing Officer will be a neutral observer who will conduct the hearing. The Director of DECCD will listen to both sides and then make a decision based upon the evidence that is provided.
- B. An administrative hearing is an informal proceeding that gives both parties their due process rights and a forum to provide evidence. An administrative hearing is not an adverse process. Questions shall only be asked for clarification. If a party has legal representation, the attorney shall only give legal advice to his/her client and not for direct or cross examination.
- C. The Hearing Officer shall open the hearing with an explanation of the purpose of the hearing and the manner in which it will be conducted. The Hearing Officer shall explain that the final decision regarding the dispute or the eligibility/ineligibility of the claimant will be made by the Director of DECCD on the basis of the facts brought out in the hearing and that the claimant will be notified by letter of the decision and the reasons why the decision was reached.
- D. The Hearing Officer shall make a general statement on eligibility requirements. The Hearing Officer shall define the issue in a way that the claimant can understand.
- E. The claimant shall be given an opportunity to make a full statement concerning his/her claim and shall be given assistance in bringing out all information on which he/she bases the claim. All persons representing the claimant and any state representatives shall have opportunity to state all facts pertinent to the points at issue and to make corrections or modifications in statements made by themselves or others testifying.

- F. The claimant shall have the privilege of examining written evidence, of questioning or refuting oral and written testimony, and of otherwise developing facts relevant to the issue or issues at hand, under the active leadership of the Hearing Officer.
- G. At all hearings, each party, witness, attorney, representative, or other person must show proper dignity, courtesy, and respect for the Hearing Officer and others participating and observing the hearing. The Hearing Officer is authorized to act as he/she considers necessary to maintain proper decorum and conduct. Actions may include but are not limited to recessing the hearing to be reconvened at another time or excluding from the hearing any party under conditions that the Hearing Officer considers fair and just.

(13) SUMMARY AND DECISION

- A. The Director of the DECCD shall have the responsibility of preparing a statement summarizing the facts brought out in the hearing, indicating the policy governing the issue at hand, and making a final decision based on the facts presented. The decision shall be based only on evidence, testimony, and documents used at the hearing.
- B. The decision of the Director of DECCD is final and binding. When changes in the individual's situation, in the law, or in policy come about after a hearing decision has been made, the DECCD staff shall take regular action as they would with any other case.
- C. The Director of DECCD shall provide any necessary instructions to the subsidy unit for making money payments or adjustments.
- D. The decision of the Director of DECCD shall be put in writing. A copy of the decision shall be mailed or furnished to the claimant and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the claimant mails or delivers to the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director of the Mississippi Department of Human Services or his/her designee, DECCD shall proceed in accordance with the decision of the Director of DECCD.

(14) SECOND REQUEST

- A. The decision of MDHS is final. Should a claimant appeal a second time without a change in his/her circumstances or agency policy, the Director of DECCD shall contact the claimant in writing explaining this fact. If the individual's circumstances or policy has changed, the individual may request a new administrative hearing.

(15) STATE REVIEW OF THE ADMINISTRATIVE HEARING

- A. When the claimant receives an adverse decision during an administrative hearing, he/she may request that the Executive Director of the Mississippi Department of Human Services or his/her designed review the findings and decision made on that hearing. The claimant has thirty (30) days from the date of the decision to submit a written request for an appeal.
- B. If additional information is needed, the MDHS Executive Director shall contact the DECCD.
- C. The MDHS Executive Director shall review the administrative hearing record to determine:
 - i. Whether the record contains the essential information on the eligibility factors involved.

- ii. That the summary of the agency conference contains a resume of the information that the individual brought out at the administrative hearing.
 - iii. That the decision of MDHS was based on the evidence in the administrative hearing record and was in line with appropriate policy and regulation.
- D. If the MDHS Executive Director finds that the Director of DECCD's decision was correct, he/she shall prepare a document summarizing the issue and the basis for the decision. For instances in which the Executive Director finds that the facts in the record are inadequate or that incorrect policy has been applied, he/she shall direct the DECCD to get the facts or use correct policy and change the decision, reinstate the payment, or correct the amount of payment retroactively to the date of erroneous action.
- E. Pending final decision of the Executive Director or his/her designee, DECCD shall proceed in accordance with the decision of the Director of DECCD.

11. FRAUD AND ABUSE

This section outlines the policies and procedures for handling alleged or substantiated fraud in the Child Care Payment Program (CCPP) by a parent and/or provider.

11.1 POLICY STATEMENT

Any parent or provider who applies for or receives CCDF subsidies by using false statements, or any person who assists a parent or provider to receive such public assistance with knowledge of false statements, is committing fraud. If a suspicion of fraud is investigated and substantiated, the Director of the Division of Early Childhood Care and Development (DECCD) shall exercise discretion in determining the sanctions against the responsible party, which may include the following: recoupment of improper payments, suspension, debarment, or criminal prosecution.

11.2 TYPES OF IMPROPER PAYMENTS

- (1) An Administrative Error occurs when DECCD staff takes an incorrect action or fails to take an action that causes an improper payment.
- (2) An Intentional Program Violation (IPV) occurs when a parent or provider intentionally falsifies, misrepresents, or withholds information that could result in a family or provider becoming ineligible or approved or in reduced family benefits. Examples of IPVs include but are not limited to the following: overclaiming payment for child care services rendered, claiming payment for a child who no longer attends the child care facility, failing to maintain sign-in/sign-out sheets, forging sign-in/sign-out sheets, forging change-of-provider forms, forging signatures, failing to charge copayments, and having multiple certificates for the same child. Intentional Program Violations are considered fraudulent, and all Suspected Intentional Program Violations (SIPVs) shall be referred to the MDHS Division of Program Integrity (DPI).

11.3 MDHS DIVISION RESPONSIBILITIES

- (1) DECCD may conduct an internal audit of an Administrative Error if all the documentation necessary to conduct the audit is available to DECCD staff. Any findings that result from an internal audit shall be communicated to the responsible or affected party. This communication may be electronic. DECCD shall place the responsible or affected party on a recoupment plan to recover the improper payment. The recoupment plan may include garnishment of future CCPP payments. Payment plans shall not exceed twelve (12) months.

- (2) DECCD shall refer all Suspected Intentional Program Violations to DPI. DECCD staff shall not attempt to investigate any SIPVs on the part of a parent and/or provider. DECCD staff shall compile any documentation in their possession to support an investigation of suspected fraud or misuse of funds. Compiled documentation shall be referred directly to the Director of the DECCD for referral to DPI for investigation. When an SIPV is referred, DPI may decide to conduct an audit or a fraud investigation based on the allegations and compiled documentation. DECCD staff shall not alert the parent and/or provider of any suspicion of fraud or misuse of funds while a DPI audit or investigation is pending. No DECCD staff member shall communicate with a provider or person of interest during an investigation of an SIPV. Funding shall continue during the audit or investigation.

11.4 REFERRALS TO THE MISSISSIPPI STATE DEPARTMENT OF HEALTH

- (1) Any suspicion on the part of a DECCD or DPI staff member that a licensed center is not in compliance with the *Regulations Governing Licensure of Child Care Facilities* shall be reported immediately to the Mississippi State Department of Health (MSDH).
- (2) Licensure violations shall only be included in the findings of an audit or fraud investigation conducted by an MDHS employee when those violations result in an improper payment, such as attendance in excess of licensed capacity. A child care facility with a suspected licensure violation may remain CCPP approved until the facility is closed by MSDH.
- (3) Licensure violations that shall be reported to MSDH include but are not limited to:
 - A. Attendance in excess of licensed capacity;
 - B. Improper child-to-staff ratios;
 - C. Use of corporal punishment or verbal abuse;
 - D. Forged director or staff credentials;
 - E. Forged professional development certificates;
 - F. Substandard facilities; or
 - G. Environmental hazards.

11.5 AUDIT FINDINGS

- (1) At the conclusion of an audit, DPI shall compile a report of any findings that will be briefed to the DECCD. During said briefing, DECCD shall direct DPI to initiate the recoupment process for any DPI audit that has resulted in questionable costs or improper payments. While not all audit findings are considered fraudulent, the report shall include and clearly indicate any activity that appears to be fraudulent, and such findings shall be subject to the fraud sanctions outlined in Sections 11.6 - 11.9. Individuals with repeated audit findings shall also be subject to fraud sanctions.
- (2) DECCD shall communicate the findings of the audit to the responsible party. Communication may be electronic. The correspondence shall include the total amount of funds to be recouped by DPI.
- (3) Any audit findings of apparent fraud shall be recorded in the Child Care Payment System (CCPS).

11.6 SUBSTANTIATED INTENTIONAL PROGRAM VIOLATIONS

- (1) At the conclusion of a fraud investigation, DPI shall report any findings of fraud to the DECCD.

- (2) Upon a finding of substantiated fraud, the Director of DECCD shall utilize discretion in the administration of fraud sanctions, which may include:
 - A. Recoupment of improper payments;
 - B. Suspension or debarment from the CCPP; or
 - C. Criminal prosecution.
- (3) DECCD shall communicate the results of the investigation to the responsible party. Communication may be electronic. The correspondence shall detail any sanctions imposed at the discretion of the Director of DECCD. The correspondence as well as any record of substantiated fraud shall be recorded in the Child Care Payment System (CCPS).

11.7 SUSPENSION AND DEBARMENT

- (1) Upon the first offense, substantiated fraud on the part of a parent or provider may result in suspension from the CCPP for a period of one year. Repeat offenders are subject to permanent disbarment from the CCPP.
 - A. During suspension, a parent shall not apply for or receive CCPP funding until the date indicated on the Notice of Suspension.
 - B. During suspension or upon debarment, a provider shall not hold any administrative position in a facility or home in which CCPP subsidies are received. Additionally, the provider shall not hold any position responsible for the recording or tracking of enrollment and attendance or for the completing and reporting of family/child status and/or enrollment and attendance.
- (2) In the event that fraud is substantiated in a child care facility and the center/provider is suspended or permanently disbarred from the CCPP or if the child care facility fails to meet the corrective action plan for a critical violation by the follow-up inspection, DECCD shall assist the parent(s) with locating an alternative child care facility or home without an interruption in child care services, unless the parent(s) chooses to keep their child(ren) at the center and forfeit CCPP funding. In this situation, a notarized statement of fact from the parent(s) must be retained by DECCD. If it is determined that fraud was committed by a parent, the provider shall be allowed two (2) weeks' notice of termination.

11.8 RECOUPMENT OF FUNDS

- (1) DECCD shall be responsible for administering any recoupment plan that is the result of an internal audit.
- (2) DPI shall be responsible for administering any recoupment plan that is the result of any audit or fraud investigation that was conducted by DPI. DPI shall employ the following steps to recoup funds based upon substantiated fraud:
 - A. Issue a letter outlining the violated DECCD policy, the total amount of funds to be repaid, the legal action to be pursued if the parent or facility owner fails to cooperate, and a response time frame of 15 calendar days. The letter and a report shall be sent to the alleged offender by certified mail. A copy of the letter shall be retained by DPI and the Director of DECCD.
 - B. Track receipt of payments on a case-by-case basis until all funds have been recouped.
 - C. File criminal charges with the appropriate local law enforcement agency if the parent or provider fails to cooperate.

(3) DPI shall report to DECCD the total funds recouped within the Fiscal Year (FY).

11.9 CRIMINAL PROSECUTION

- (1) Findings of substantiated fraud are subject to criminal prosecution at the discretion of the director of DECCD. Upon such a recommendation, DPI shall be responsible for pursuing criminal prosecution of the responsible party. Criminal prosecution shall be consistent with state and federal law.
- (2) When fraud is substantiated and DPI pursues criminal prosecution, the following steps shall occur:
 - A. Applicable criminal charges shall be filed with the appropriate local law enforcement agency.
 - B. Upon conviction, funds shall be recovered through restitution ordered by the court. Checks issued by the court for restitution shall be made payable to Treasurer, State of Mississippi, and mailed directly to DPI.
 - i. Whether or not a conviction results, funds may be recouped by DPI, and the responsible party may be suspended or disbarred from the CCPP.
 - C. DPI staff shall track receipt of checks issued for payment of restitution on a case-by-case basis until all funds have been recovered.

~~Title 18: Human Services~~

~~Part 17: Division of Early Childhood Care and Development~~

~~Part 17 Chapter 1: Child Care Payment Program Policy Manual~~

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MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF EARLY CHILDHOOD CARE AND DEVELOPMENT
750 NORTH STATE STREET, SUITE 507
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MISSISSIPPI CHILD CARE PAYMENT PROGRAM POLICY MANUAL

Filed FFY 2013

Effective: April 7, 2014

Notice:—

Because of the statewide rollout of the Mississippi eChildcare component of the Mississippi Child Care Payment Program, please refer the table below to determine which dates and chapters of this document apply to providers across the State.

Chapter Number	Applicable Dates	Applicable Providers
Chapter 1	April 7, 2014	All providers using the E-Ledger system.
Chapter 2	April 7, 2014	All providers using the MS-eChildcare system. This includes providers voluntarily participating in the pilot program and all contracted slot providers. This chapter will apply to all providers once eChildcare is ready for statewide implementation.

Contents

<u>INTRODUCTION</u>	8
<u>SECTION 100: CHILD CARE SERVICES</u>	9
<u>100.01 PURPOSE OF FUNDING SOURCE</u>	9
<u>100.02 LEGAL AUTHORITY</u>	9
<u>100.03 RESPONSIBILITIES AND THE RIGHT TO PARENTAL CHOICE</u>	9
<u>100.04 NON DISCRIMINATION POLICY</u>	10
<u>100.05 SAFEGUARDING INFORMATION</u>	10
<u>CHAPTER 1</u>	11
<u>SECTION 101: CHILD CARE PAYMENT PROGRAM</u>	11
<u>101.01 POLICIES FOR THE CHILD CARE PAYMENT PROGRAM</u>	11
<u>101.02 ELIGIBILITY PRIORITY POPULATIONS</u>	11
<u>SECTION 102: CRITERIA FOR CHILD CARE SERVICES</u>	13
<u>102.01 ELIGIBLE PROVIDERS</u>	13
<u>102.02 APPLICATION PROCEDURES</u>	15
<u>102.03 WAITING LIST</u>	15
<u>102.03 ELIGIBILITY DETERMINATION FOR SERVICES</u>	16
<u>102.04 RE DETERMINATION</u>	23
<u>SECTION 103: CO PAYMENT FEES</u>	24
<u>103.01 DETERMINING CO-PAYMENT FEES</u>	24
<u>103.02 ASSESSING CO-PAYMENT FEES PER CHILD</u>	24
<u>103.03 NON-PAYMENT OF CO-PAYMENT FEES</u>	25
<u>103.04 CO-PAYMENT RECOUPMENT/REPAYMENT</u>	25
<u>103.05 PRORATING CO-PAYMENT FEES</u>	25
<u>SECTION 104: PAYMENTS TO PROVIDERS FOR CHILD CARE SERVICES</u>	26
<u>104.01 SIGN IN/OUT SHEETS</u>	26
<u>104.02 PAYMENT LEDGER PROCESSES</u>	26
<u>104.03 LEDGER PAYMENTS</u>	26
<u>104.04 RATES AND CENTER POLICIES</u>	26
<u>104.04 OVER-PAYMENTS AND UNDER-PAYMENTS</u>	28
<u>104.06 ABSENTEES AND NOTICE</u>	28
<u>SECTION 105: INTERRUPTION OF CHILD CARE SERVICES</u>	29
<u>105.01 ALLOWABLE LEAVE TIME FOR PARENTS</u>	29

<u>105.02 REASONS FOR TERMINATION</u>	30
<u>105.03 CHANGE IN PROVIDER</u>	31
<u>Section 106 DISPUTES</u>	32
<u>106.01 PARENTAL AND PROVIDER DISPUTES</u>	32
<u>SECTION 107: FRAUD AND ABUSE</u>	33
<u>107.01 POLICY STATEMENT</u>	33
<u>107.02 SUSPECTED FRAUD OR ABUSE OF FUNDS</u>	33
<u>107.03 RECOUPMENT OF FUNDS</u>	33
<u>107.04 FINAL DISPOSITION FOR ACTION</u>	34
<u>SECTION 108: MONITORING</u>	35
<u>108.01 MONITORING PROCEDURE</u>	35
<u>108.02 SUSPENSION AND DEBARMENT</u>	36
<u>Section 109 PROVIDER REIMBURSEMENT LEVELS</u>	37
<u>GLOSSARY OF TERMS</u>	39
<u>CHAPTER 2</u>	45
<u>SECTION 101: CHILD CARE PAYMENT PROGRAM</u>	45
<u>101.01 ELIGIBILITY FOR THE CHILD CARE PAYMENT PROGRAM</u>	45
<u>101.02 ELIGIBILITY PRIORITY POPULATIONS</u>	45
<u>SECTION 102: CRITERIA FOR CHILD CARE SERVICES</u>	46
<u>102.01 ELIGIBLE PROVIDERS</u>	46
<u>102.02 PROVIDER REIMBURSEMENT LEVELS</u>	47
<u>102.03 APPLICATION PROCEDURES</u>	50
<u>102.04 WAITING LIST</u>	50
<u>102.05 ELIGIBILITY DETERMINATION FOR SERVICES</u>	51
<u>102.06 RE-DETERMINATION</u>	57
<u>SECTION 103: CO-PAYMENT FEES</u>	59
<u>103.01 DETERMINING CO-PAYMENT FEES</u>	59
<u>103.02 ASSESSING CO-PAYMENT FEES PER CHILD</u>	59
<u>103.03 NON-PAYMENT OF CO-PAYMENT FEES</u>	60
<u>103.04 CO-PAYMENT RECOUPMENT/REPAYMENT</u>	60
<u>103.05 PRORATING CO-PAYMENT FEES</u>	60
<u>SECTION 104: MISSISSIPPI ECHILDCARE</u>	61
<u>104.01 DESCRIPTION OF POS AND IVR USE</u>	61

<u>104.02 CLIENT RESPONSIBILITIES FOR RECORDING CHILD ATTENDANCE</u>	62
<u>SECTION 105: PAYMENTS TO PROVIDERS FOR CHILD CARE SERVICES</u>	64
<u>105.01 SIGN-IN/OUT SHEETS</u>	64
<u>105.02 PAYMENTS</u>	64
<u>105.03 CONDITIONS OF PAYMENT</u>	65
<u>105.04 ABSENTEES AND NOTICE</u>	66
<u>106.01 ALLOWABLE LEAVE TIME FOR PARENTS</u>	68
<u>106.02 REASONS FOR TERMINATION</u>	69
<u>105.03 CHANGE IN PROVIDER</u>	70
<u>Section 107 DISPUTES</u>	71
<u>107.01 PARENTAL AND PROVIDER DISPUTES</u>	71
<u>SECTION 108: FRAUD AND ABUSE</u>	72
<u>108.01 POLICY STATEMENT</u>	72
<u>108.02 SUSPECTED FRAUD OR ABUSE OF FUNDS</u>	72
<u>108.03 RECOUPMENT OF FUNDS</u>	72
<u>108.04 FINAL DISPOSITION FOR ACTION</u>	73
<u>SECTION 109: MONITORING</u>	74
<u>109.01 MONITORING PROCEDURE</u>	74
<u>109.02 SUSPENSION, DEBARMENT, AND PENALTIES</u>	75
<u>GLOSSARY OF TERMS</u>	78

APPENDICES:

- Appendix A:— Child Care Services Application
- Appendix B:— Parent*s Statement of Agreement
- Appendix C:— Child Care Documentation Checklist
- Appendix D:— Guardianship/In Loco Parentis Verification
- Appendix E:— Verification of Application for Child Support Services
- Appendix F:— Child Care Certificate & Parent(s) Rights
- Appendix G:— Child Care Provider Statement of Agreement
- Appendix H:— Basic Health, Safety and Nutrition Assurances For Unlicensed Child Care Providers
- Appendix I:— Referral to the Boys and Girls Clubs and TANF/TCC Referral Process
- Appendix J:— Referral for Child Care Services— Protective Services & Foster Care

~~Appendix K: Notification of Termination of Child Care Services~~
~~Appendix L: Redetermination Form~~
~~Appendix M: Monthly Child Care Co-payment Fees for Parents~~
~~Appendix N: DECCD Weekly Child Care Reimbursement Tiers~~
~~Appendix O: Child Abuse and Neglect Central Registry Check~~
~~Appendix P: Provider Report of Under Payment Form~~

~~MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
Division of Early Childhood Care and Development
CHILD CARE PAYMENT PROGRAM POLICY MANUAL~~

INTRODUCTION

~~Section 100—This Policy Manual establishes policies and procedures for the Division of Early Childhood Care and Development in the administration of the Child Care Payment Program (CCPP).—~~

~~Section 101—The Division of Early Childhood Care and Development (DECCD) establishes policy in compliance with the Child Care and Development Block Grant Act, as amended, the Child Care and Development Fund (CCDF) regulations, and the CCDF State Plan.—~~

~~Section 102—Parental choice in the selection of a child care provider is the cornerstone of the Child Care and Development Fund. Services to eligible parents are to be provided as quickly and efficiently as possible, subject to the availability of funds. DECCD should make available to all child care providers and parents all policies herein specifying duties, requirements, and responsibilities required of them. DECCD must also make available training on the policy herein, for all licensed and unlicensed child care providers serving certificate children, no less than annually. The person designated to attend may be the Director, Owner, or an authorized representative. Participation in training is required for all providers.—~~

~~SECTION 100: CHILD CARE SERVICES~~

~~100.01 PURPOSE OF FUNDING SOURCE~~

- ~~(1) This manual sets forth policies and procedures for the Mississippi Child Care Payment Program (CCPP), funded by the Child Care and Development Fund (CCDF) and administered by the Mississippi Department of Human Services (MDHS), Division of Early Childhood Care and Development (DECCD).~~
- ~~(2) The purpose of the Child Care and Development Fund, according to federal regulations, is to "increase the availability, affordability, and quality of child care services." The goal of DECCD through the CCPP is to offer a seamless system of high quality child care which supports both children and their families, and operates within federal guidelines.~~
- ~~(3) CCDF funds will be used to provide child care services for Temporary Assistance for Needy Families (TANF), Transitional Child Care (TCC) Families, and eligible families at risk of going on TANF with very low income and low income. Very low income families are those whose income is at or below 50 percent of the State Median Income (SMI). Low-income families whose income falls above 50 percent and at or below 85 percent of the SMI.~~

~~100.02 LEGAL AUTHORITY~~

- ~~(1) Title VI Child Care and Development Fund (CCDF)~~

~~Legislation: Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104-193).~~

~~Regulations: 45CFR Parts 98 and 99 and Final Regulations published in the Federal Register, July 24, 1998 at 63 FR 39981.~~

~~100.03 RESPONSIBILITIES AND THE RIGHT TO PARENTAL CHOICE~~

- ~~(1) Parents are legally and morally responsible for their children and have the right to select the child care provider of their choice.~~
- ~~(2) Child care providers are responsible for providing a safe and secure, high quality educational, nurturing environment for children in their care.~~
- ~~(3) DECCD must assist parent(s) in assessing their child care needs and, upon request, provide a list of licensed facilities for parent(s) who do not have a ready choice. DECCD will not influence parent(s) to choose a particular provider and/or facility.~~

~~**100.04 NON-DISCRIMINATION POLICY**~~

~~Individuals shall not be discriminated against on the basis of race, color, sex, national origin, religion, age, or handicapping conditions in the provision of child care services.~~

~~**100.05 SAFEGUARDING INFORMATION**~~

~~Employees of DECCD and child care providers are prohibited from using or disclosing any information concerning a parent's use of services for any purpose not in conformity with federal and state requirements, except with the written consent of the parent or authorized representative. The public will not be able to request a copy of client information and/or records. An authorized representative is an individual who has the legal right to speak or act on the parent's behalf. Documentation of this designation must be contained in the parent's file.~~

CHAPTER 1

SECTION 101: CHILD CARE PAYMENT PROGRAM

101.01 POLICIES FOR THE CHILD CARE PAYMENT PROGRAM

~~The child care certificate is a document issued directly to eligible parent(s) or authorized representatives, provided that funds are available. The certificate allows the parent to select the child care provider of his/her choice.~~

101.02 ELIGIBILITY PRIORITY POPULATIONS

~~If funds are available, children must be served on a first come, first served basis in order of eligibility priority. Applications must be date stamped as they are received. CCDF child care services will be available to children of parents according to the following priorities:~~

- ~~1st—Child Care for Temporary Assistance for Needy Families (TANF)~~
- ~~2nd—Child Care for Transitional Child Care (TCC)~~
- ~~3rd—Children of very low income working parent(s) whose income is at or below 50 percent of the State Median Income (SMI) who are at risk of going on TANF, in the following order:~~
 - ~~A.—Children in Protective Services or Foster Care;~~
 - ~~B.—Children with Special Needs (up to 85% of the SMI);~~
 - ~~C.—Children of parent(s) deployed in the Mississippi National Guard, or Reserve (up to 85% of the SMI);~~
 - ~~D.—Children of Teen Parent(s) currently enrolled in high school full time;~~
 - ~~E.—Children served by the Healthy Homes Mississippi home visitation program;~~
 - ~~F.—Children of all other eligible parent(s) at this income level, including parents enrolled in an approved educational program, whether working or not.~~

~~4th—Based upon the availability of funding, children of parent(s) working the required 25 hours per week and/or are enrolled in an approved educational program whose income falls above 50 percent of the SMI and at or below 85 percent of the SMI.~~

~~SECTION 102: CRITERIA FOR CHILD CARE SERVICES~~

~~102.01 ELIGIBLE PROVIDERS~~

~~(1) — Parents have the right to choose the type of child care they would like for their child. — The Division of Early Childhood Care and Development has categorized the choices available to parents as follows: a licensed child care center, group home, family child care home, or in-home child care provider. Parents shall select a CCPP approved provider. — No payments shall be issued for care provided while a provider is seeking to become a CCPP approved provider. — See Glossary of Terms for definitions of each.~~

~~(2) — i. — Child Care Centers and Group Homes~~

~~In order to receive reimbursement for services rendered, a child care center or group home must be licensed by the Mississippi State Department of Health. — A copy of the license must be filed with DECCD annually upon renewal. — The child care center or the group home must have a current license. Additionally, these licensed centers must remain in compliance at all times with the Mississippi State Department of Health's Regulations Governing Licensure of Child Care Facilities.~~

~~ii. — If a center's license expires and services are being provided for children on the CCPP, DECCD *may* continue to pay the provider under the following conditions:~~

~~A. — The Health Department has not officially closed the center;~~

~~B. — The center's director submits a written request, on center letterhead, for child care payments to continue; and~~

~~C. — The center provides copies of the licensing renewal fee payment, documentation of a current inspection, and a copy of correspondence from the licensing division stating why the license has not been renewed; and~~

~~D. — A center with an expired license will be reimbursed for children with a current certificate up to the time frame allowed by the Mississippi State Department of Health; however, no new certificates will be issued until the license is renewed.~~

~~E. — No payments will be issued for care provided while a provider is seeking to become an approved provider. —~~

~~The decision to continue payments under these circumstances is solely at the discretion of the Director of the Division of Early Childhood Care & Development. All requests for payments under these conditions shall be submitted in the form of a written request to the Director describing the basis for the request to waive Provider Termination.~~

~~(3) — i. — Family Day Care Homes and In-Home Providers~~

~~In order to receive reimbursement, all unlicensed providers must keep a record of immunizations for themselves and all children in their care in the form of a Form 121 Certificate of Immunization issued by the Department of Health, and a copy of~~

~~the Basic Health, Safety and Nutrition Assurances. A signed copy of the Basic Health, Safety and Nutrition Assurances certifying that they will follow the guidelines should also be filed with DECCD. Individual, unlicensed providers must be at least eighteen (18) years of age and are prohibited by law from keeping more than five (5) children who are not related to the provider within the third degree computed according to civil law. A child care provider may not be reimbursed if they reside in the same household as the child(ren). Proof of separate residence may be required. Proof of residence will be established with a current driver's license or state issued I.D. and another form of identification that reflects the same address. A current bank statement, cell phone bill, utility bill or cable bill are acceptable. Addresses must match the address given as the location of care submitted on the application.~~

- ~~ii. In order for an unlicensed in-home provider to become/remain a CCPP approved provider, all individuals over the age of 18 years (relative or non relative) residing and/or working full/part time in the provider's residence shall submit all required information to undergo the Child Abuse and Neglect Central Registry Check. This information is submitted on the Child Abuse and Neglect Central Registry Check Form 107 with the initial provider application, and annually once approved. Providers will be deemed ineligible to participate in the certificate program in the event that they have prior convictions of child abuse and/or neglect. If an individual residing and/or working with the provider in the provider's home is found to have a prior conviction of child abuse and/or neglect, eligibility will be suspended/denied until such time as the provider can provide proof that the offending individual no longer resides in the home. Failure on the part of the provider to accurately complete Form 107 may result in suspension/debarment from participation in the CCPP. Additionally, funds shall be recouped.~~
- ~~iii. No payments will be issued for care provided while a provider is seeking CCPP Approved Provider status. Approval is attained by successful completion of the Child Care Provider Application located at www.childcareinfo.ms.~~

~~102.02 APPLICATION PROCEDURES~~

- ~~(1) DECCD will accept applications throughout the year. Referrals for TANF, Healthy Homes Mississippi, or Family & Children's Services clients are accepted throughout the year from Case Managers. All families eligible to receive services will be added to the CCPP, as funding allows. Families will be served by date of application and eligibility priority level.~~
- ~~(2) Applications can be obtained by calling DECCD's toll free number, submitting a request through email/postal mail, or by visiting DECCD's website.~~
- ~~(3) After completing the application, parents/guardians can return the application and all required documentation by postal or electronic mail. Once all required documentation is received, DECCD will review the information to determine eligibility and send a written notice of eligibility, or ineligibility, or non-availability of funds within 10 business days, unless a Waiting List is in effect. Refer to Section 102.03 for policies and procedures when a Waiting List for services exists. If the parent falls within an eligibility priority group for which funds are available, a certificate will be issued and mailed to the parent, who has up to ten business days to return the signed certificate to DECCD. Once the 10 day window has expired, the certificate will be considered abandoned and voided.~~
- ~~(4) Parents must select a CCPP approved provider. No payments will be issued for care provided while a provider is seeking to become an approved provider. A list of CCPP Approved Providers is available at www.childcareinfo.ms.~~

~~102.03 WAITING LIST~~

- ~~(1) DECCD will accept applications for services throughout the year. All families eligible to receive services will be added to the CCPP, as funding allows, and notified by September 1st. Families will be served according to the date of application and eligibility priority level. All other applications will be placed on a waiting list, in order of date received, by eligibility priority until May 31st. Any families on the waiting list not served prior to May 31st must reapply annually in the months of June, July, and August.~~
- ~~(2) When a Waiting List for the CCPP exists, applications for services will be date stamped and categorized by priority level. Applicants will receive written notice that they are on the Waiting List once the application is processed for eligibility. Applicants can refer to www.childcareinfo.ms to determine if a Waiting List for CCPP exists. Applicants who request applications by phone will be informed of the Waiting List by CCPP staff.~~
- ~~(3) If/When funds become available during the program year; certificates shall be issued by eligibility priority. All existing Priority 3A parents should be served first; second, those who were enrolled in an educational/training program the semester prior to the beginning~~

of the waiting list; third, those on waiting list by order of application date; fourth, existing Priority 3B parents; fifth, those who were enrolled in an educational/training program in the semester prior to the beginning of the waiting list; sixth, add waiting list parents by date of application and so on.

~~102.03 ELIGIBILITY DETERMINATION FOR SERVICES~~

~~(1) Eligibility Guidelines by Priority Group~~

- ~~A. TANF Parent(s) TANF clients are not required to complete an application form. Eligibility for CCPP for TANF parent(s) is determined by the MDHS, Division of Economic Assistance Case Manager for full or part time care. TANF clients will receive a certificate based on the referral and termination dates entered by the TANF Case Manager. The TANF parent is required to participate in an allowable TANF program activity. Each participant must comply with all the requirements of the TANF program.~~
- ~~B. TCC Parent(s) Clients referred for Transitional Child Care are not required to complete an application form. Eligibility for TCC should be determined by the MDHS, Division of Economic Assistance Case Manager. TCC clients will receive a certificate based on the referral and termination dates entered by the Case Manager. Terminations to clients receiving TCC can also occur when DECCD determines that the client is not in compliance with case requirements prescribed by the MDHS Division of Child Support Enforcement.~~
- ~~C. Very Low income, At Risk of Going on TANF In order to qualify for full time child care, the parent must be working at least 25 hours per week, or be enrolled full time in high school, enrolled in a full time GED program, or other approved educational or training program. Unpaid work hours required to complete course work for the school curriculum and/or work study may be counted toward the work requirement for the parent. Documentation must be provided. In a two parent family, each parent must be working at least 25 hours per week or one parent must be working at least 25 hours per week and the other parent must be enrolled in an approved full time educational or training program. The family's gross income must be at 50 percent or below the State Median Income. Children with special needs and children of deployed parents may be served in this Priority up to 85% of the SMI. Irregular hours of employment and income should be averaged.~~
- ~~D. Low income, At Risk of Going on TANF In order to qualify for full time child care, the parent must be working at least 25 hours per week, or be enrolled full time in high school or enrolled in a full time GED program, or other approved educational or training program. Unpaid work hours required to complete course work for the school curriculum and/or work study may be counted toward the work requirement for the parent. Documentation must be provided. In a two parent~~

~~family, each parent must be working at least 25 hours per week or one parent must be working at least 25 hours per week and the other parent must be enrolled in an approved full-time educational or training program. The family's gross income must be at or above 50 percent of the State Median Income and at or below 85 percent of the State Median Income. Irregular hours of employment and income should be averaged.~~

- ~~E. Post-Secondary Students Certificates should only be written for one semester/quarter at a time. The beginning date of the certificate should be the first day of the month of class, for which proof of enrollment was provided, and the ending date is the last day of the month ending the semester. Students should be allowed 30 days from the ending date of the previous semester to complete the application process. Graduating seniors will have up to 60 days to find employment before their certificate is terminated, unless determined eligible otherwise.~~
- ~~F. Resident In/Out of State Students If a parent attends school in/out of state, the application should be made in the parent's name using the address where the child(ren) resides. Parents with residences outside the State of Mississippi should apply with their state of residence.~~
- ~~G. The 25 hours per week work requirement is reduced for foreign students who hold a VISA because they are permitted to work only on campus for 20 hours per week. In order to remain eligible a copy of the VISA must be submitted annually to make sure it is current.~~
- ~~H. Foster Children and children in Protective or Preventive Services are eligible for child care services without regard to the income of the guardian. Foster children, and children in Protective or Preventive Services will receive funding based on the referral and termination by the Case Manager, no application is required. When a child's case is closed by the Division of Family and Children's Services, that agency will send a Notification of Termination of Child Care for children receiving services through Foster Care, Protective Services or Prevention Services to DECCD.~~
- ~~I. Parents may apply for a certificate that have been laid off or have lost their job for other reasons. These certificates will be issued for 60 days from the parent(s) last date of employment. This policy only applies when a parent notifies DECCD of the loss of employment within 10 business days of the loss.~~
- ~~J. Children being served by the MDHS Healthy Homes Mississippi (HHM) home visitation program are eligible for child care services without regard to income. Children will be served based on referral and termination information received from HHM Family Support Workers.~~

~~(2) — Income to Be Considered in Calculating Total Family Income~~

- ~~A. — Gross income of applicant and spouse should be considered if the spouse is living in the home. Do not consider a spouse's income if they are separated and residing in a separate residence. All income above or less than 40 hours per week is considered irregular income. Irregular income and commissions should be averaged. For commissions and tips, the amount on the paycheck stub or statement from an employer should be averaged and added to regular work income. Do not consider bonus monies as income. If a parent is self employed, individual/family total income is considered.~~
- ~~B. — Social Security benefits for parents and child(ren) must be counted as income.~~
- ~~C. — If a parent receives Supplemental Security Income (SSI), it should be counted as income. If a child(ren) receives SSI, the SSI for the child(ren) should not be counted as income.~~
- ~~D. — Income earned by an adult living in the home, not married to the applicant but who is the biological parent of the child for whom services are being requested, should be counted. Income or work status of another adult residing in the home with the applicant to whom the applicant is not married, should not be counted. Do not include these individuals in determining the size of the household unless they are the biological parents of the child(ren) for whom application for service is being made.~~
- ~~E. — i. — All parents must comply with Child Support Enforcement requirements in order to receive a child care certificate(s). A Verification for Child Support Services Form should be mailed to parents as part of the Child Care Payment Program Application packet. Parents must complete the Verification Form and return it to DECCD as part of the completed application. In the case of TANF and TCC clients, information needed for this verification is provided in the referral made by the TANF/TCC Caseworker.~~
- ~~ii. — All single or separated parents who do not currently have an open child support case must contact the MDHS County Child Support Office for an appointment to open a case(s) or to request a statement that the child or children are exempt and the parent is excused from cooperating. Married parents are not required to go through the MDHS, Division of Child Support Enforcement. This includes parents who have an existing order for child support issued by a judge.~~
- ~~iii. — MDHS, Division of Child Support Enforcement may provide exemptions~~

based upon Claims of Good Cause such as, but not limited to:

- a. ~~The noncustodial parent has caused physical and/or emotional harm to the child.~~
- b. ~~Physical and/or emotional harm caused by the noncustodial parent to the relative caring for the child limiting the custodial parent's ability to care for the child.~~
- c. ~~A child conceived as a result of incest or rape.~~
- d. ~~Pending legal adoption proceedings.~~
- e. ~~A public or private social services agency assisting you, the custodial parent, to decide whether to keep the child or to release the child for adoption.~~

iv. ~~When the completed Verification for Child Support Form is received by DECCD, the following steps will occur:~~

- a. ~~If the parent has checked yes in the first column, indicating that they have a Child Support case through DHS, pull up the Child Support website,~~
- b. ~~Search by parent's Social Security Number,~~
- c. ~~Click select and pull up and print the parent's information, including payments,~~
- d. ~~Attach the printout to the application and use the amount when calculating income and co-payment for the parent,~~
- e. ~~At annual re-certification, repeat step iii above.~~

F. ~~Any parent enrolled full-time in high school or in a GED program may make an application in his/her own name, as a family unit separate from his/her parent. If the teen parent is living with his/her parent(s), the parent of the teen must meet the work requirements; however, the teen's parents' income should not be considered. If a teen parent lives in the home with her parent(s) or guardian, then the parent(s) or guardian of a teen parent under the age of 18 must sign the certificate and forms along with the teen parent.~~

G. ~~No adult living in the home with the child may be paid for child care. The biological parent of a child shall not be reimbursed for providing child care for his/her own child(ren) regardless of the location of their residence.~~

~~(3) Documents Required for Eligibility Determination~~

A. ~~Income Documents:~~

- i. ~~Two paycheck stubs from within the past 30 days. If paid once a month, only one check stub is required.~~

- ii. ~~If a new job, the employer's letter on employer's company letterhead or employer's notarized statement verifying employment, income, rate of pay and number of hours worked. Actual check stubs must be submitted within 30 days.~~
- iii. ~~Parents paid in cash should obtain a certified letter from the employer on company letterhead or employer's notarized statement verifying employment, income, rate of pay and number of hours worked.~~
- iv. ~~Parents employed by temporary agencies may be certified with an original letter from an employer on company letterhead verifying employment, rate of pay, and number of hours worked. The letter of employment must be followed up with check stubs within 30 days.~~
- v. ~~Copy of Estimated Quarterly Tax Report if self employed, or another form of income documentation approved by DECCD. The other acceptable form of income documentation includes a Federal 1040 Tax Form including the Profit or Loss Statement (Schedule C). DECCD will use the Total Sales and Receipts amount located on the Profit/Loss Statement to determine if the work requirement has been met. DECCD will use the amount located on line 22 of the Federal 1040 Tax Form to determine income eligibility.~~
- vi. ~~The Work Number, an automated service is an option for income and employment verification. This service is an acceptable source for documenting employment and income. THE WORK NUMBER can be used instead of the employer's notarized statement or information on the employer's letterhead. Therefore, copies of check stubs are NO LONGER required to be submitted for those parents whose employment uses The Work Number Service. THE WORK NUMBER'S website is www.theworknumber.com, e-mail address is govinfo@theworknumber.com or 1-800-660-3399.~~

~~B. Educational Documents:~~

- i. ~~Parents enrolled in an approved educational program must provide enrollment documentation in the form of a letter from the institution's registrar confirming current full time enrollment. GED classes should be handled the same as any other approved educational training.~~

~~C. Additional Required Documentation:~~

- i. ~~Long Form Birth Certificate — A 90 day grace period shall be allowed to receive the birth certificate for a newborn. A 30 day grace period shall be~~

~~allowed for all other children.~~

- ~~ii. Verification of social security numbers can be obtained from a copy of the social security card, the Form 121 Certificate of Immunization issued by the Mississippi Department of Health, or other official document showing the child's and/or a parent's name and social security number.~~
- ~~iii. DECCD must provide a statement that makes it clear to CCPP applicants that the provision of a Social Security Number is voluntary and that benefits will not be denied or withheld for the failure to furnish a Social Security Number. Instructions will be given to parents explaining how the Social Security Number will be used if provided, in order to encourage applicants who choose to provide them (e.g. to identify individuals with the same name).~~
- ~~iv. If it is necessary for parents to supply additional documentation of proof of residence, the parent must supply a current driver's license or state issued I.D. and a current bank statement, cell phone bill, utility bill or cable bill. The addresses on the driver's license, I.D. and bank statement/bill must match and corroborate the address of residence supplied to DECCD.~~

~~(4) Requirements for a Disabled Parent~~

- ~~A. If a two-parent family applies for assistance and one parent is working and the other has a disability and is unable to care for the child(ren) as a result, child care can be provided if a written statement is submitted by a physician stating the nature of the disability and that the parent is unable to care for the child(ren).~~
- ~~B. If a single parent has a disability and has a physician's statement stating the nature of the disability and that the parent is unable to care for the child(ren), the application should be made in the responsible guardian's name. The responsible guardian is the person responsible for the parent's affairs; the guardian must meet the work requirement. The disabled parent's Supplemental Security Income should be used to calculate the co-payment fee.~~
- ~~C. If a single parent is disabled and there is no guardian, the application should be in the single parent's name. Child care can be provided if a written statement is submitted by a physician stating the nature of the disability and that the parent is unable to care for the child(ren).~~
- ~~D. If the guardian with whom the child(ren) reside(s) has a disability, child care can be provided if a written statement is submitted by a physician stating the nature of the disability and that the guardian is unable to care for the child(ren). Verification of cooperation with Child Support Enforcement is required if the biological parents~~

are not deceased.

~~(5) — Parents enlisted in the United States Military and Deployed~~

~~When parents are enlisted in the United States Military and deployed, the eligibility should remain the same until the parent can provide the Military Income. The parent should provide the Military Income as soon as he or she has documentation. The responsible guardian's income should not be counted but the responsible guardian must meet the 25 hours per week work requirement, unless they are 65 years of age or can provide proof that they have retired from full-time employment.~~

~~(6) — Pell Grants~~

~~Pell Grants should not be considered as income when determining eligibility. Pell Grant funds and child care subsidy payments can be used simultaneously for child care services.~~

~~102.04 RE-DETERMINATION~~

- ~~(1) — Re-Determination of working parent’s eligibility is to be re-established during the CCPP year in the months of February, March, April, and May. DECCD will send a letter to parent(s) requesting check stubs or other verification of employment and request verification of household/marital status. If the CCPP Application Packet is not returned by the due date indicated, a second notice should be mailed certified return receipt requested. If the mail has been returned undeliverable, the child care provider should be notified. Failure to comply with Re-Determination procedures shall result in termination of certificates.~~
- ~~(2) — Re-Determination of parent’s eligibility for those enrolled in an approved educational program is determined every semester or quarter. Documentation for redetermination will include proof of school enrollment (if not currently on file), proof of employment, proof of household size and location, and proof of income. Failure to comply with Re-Determination procedures shall result in termination of certificates.~~
- ~~(3) — When income is recalculated and there is a change in a co-payment fee, a notice is sent to the parent and the provider. The updated co-payment fee is effective on the first day of the month following the month of re-determination. If income increases beyond 85 percent of the State Median Income, child care will be terminated, giving a two-week notice. If the parent is no longer working, child care will be terminated, giving a two-week notice to the child care provider. If the parent has been temporarily laid off or has lost a job for other reasons, child care will not be terminated until 60 days after the last work day, giving the parent time to be reinstated in their job or to search for a job, provided the parent notified DECCD of loss of employment within 10 days of the event.~~

SECTION 103: CO-PAYMENT FEES

103.01 DETERMINING CO-PAYMENT FEES

- (1) ~~TANF parents are not assessed a co-payment fee. For all other parents, co-payment fees are determined based upon the parent's family size and income according to the CCDF Child Care Monthly Co-payment Fee Scale for Parents.~~
- (2) ~~Co-payment fees are redetermined when there is a change in the parent's income or household size, or during annual redetermination of eligibility. The updated co-payment fee is effective on the first day of the month following the month of re-determination.~~

103.02 ASSESSING CO-PAYMENT FEES PER CHILD

- (1) ~~If a parent has one child receiving full-time child care services, the total co-payment fee should be placed on that child's certificate. If a parent has one child receiving part-time child care services, only half of the total co-payment fee should be placed on the child's certificate.~~
- (2) ~~If one child is in full-day care and part-day care during the same month, the fee should be assessed on the majority of the type of care provided. For example, if a child is served 16 part-time days and five full-time days, the part-time co-payment fee would be assessed for the month.~~
- (3) ~~If a parent has more than one child receiving full-time service, the total co-payment fee is divided equally among the number of children receiving care. If two or more children are receiving part-time services, one-half of the divided fee should be placed on each certificate. If a parent has children receiving before/after child care and holiday/summer child care, a full co-payment fee and a half co-payment fee are placed on each certificate and the appropriate fee is deducted during the payment cycle.~~
- (4) ~~Exceptions:~~
 - A. ~~If a parent has two children, one who is receiving full-year, full-time child care and one being added for holiday/summer child care only, the co-payment fee for the full-year, full-time care will remain the same. The parent is assessed an additional \$10.00 fee for the child receiving holiday/summer child care.~~
 - B. ~~If a parent has two or more children receiving full-year, full-time child care and one child receiving holiday/summer care only, the total co-payment fee is divided equally among the children attending full-time. The parent is not assessed a co-payment fee for the child receiving holiday/summer child care.~~
 - C. ~~Parents assessed a minimum co-payment fee are:~~
 - i. ~~Foster Children~~

~~ii. Children in Protective/Preventive Service~~

~~iii. Special Needs Children — Special Needs status must be documented. If there are other children in the family who are receiving child care services, the fee will be \$10 or the child's prorated share of the family's co-payment fee, whichever is less. Services for children with Special Needs will continue until the child reaches 18 years of age.~~

~~103.03 NON-PAYMENT OF CO-PAYMENT FEES~~

~~Co-payment fees are to be paid during the current month directly to the provider according to payment arrangements established by the provider and parent. Providers must maintain proof of collection of co-payment fees, identified separately from tuition overage payments made by parents. Providers must provide proof of co-payment fees to parents in the form of a receipt including the parent's name, date and amount of payment, center name, if applicable, and the child care provider's name and signature. If a parent fails to pay the co-payment fee prior to the end of the month, the provider is required to notify DECCD. Non-payment of co-payment fees may result in termination of the parent from CCPP. If the parent requests a change in child care provider with an outstanding balance of co-payment fees to the current provider, the parent must pay all co-payment fees before a new certificate is issued. It is the responsibility of the provider to report non-payment of co-payment fees to DECCD. The provider may not charge parents any cost over the assigned co-payment fee unless the cost for child care to the general public is higher than the amount paid by the certificate program.~~

~~103.04 CO-PAYMENT RECOUPMENT/REPAYMENT~~

~~(1) If a parent's fee was assessed at a rate higher than the correct fee and the parent has made payment to the provider, the parent is to be reimbursed by the provider for the difference for each month paid. The correct fee is to be noted on the certificate and a notice of the change forwarded to the provider and the parent.~~

~~(2) If a parent's fee was assessed at a rate lower than the correct fee, the parent is responsible for reimbursing the provider for the difference between the corrected co-payment amount and the incorrect co-payment amount that was paid.~~

~~103.05 PRORATING CO-PAYMENT FEES~~

~~The assessed co-payment fee reflects a monthly rate regardless of attendance. If a child is enrolled between the 1st and 15th of the month, the full monthly co-payment fee is assessed for the first month of service. If the child is enrolled between the 16th and last day of the month, one-half of the monthly co-payment fee is assessed for the first month of service. If a parent desires to change a provider during the month, it is the parent's responsibility to pay the appropriate co-payment fee to any subsequent providers.~~

~~SECTION 104: PAYMENTS TO PROVIDERS FOR CHILD CARE SERVICES~~

~~104.01 SIGN-IN/OUT SHEETS~~

~~Providers are required to maintain a record of accurate attendance and absences on sign in/out sheets and on daily class rolls for each child in order to document attendance. The sign in/out sheets must show the child's first and last name, the full name of the parent/guardian or parent's authorized representative, the time the child is signed in with the signature of the person signing the child in, and the time the child is signed out with the signature of the person signing the child out each day. If sign in/out sheets are not maintained and made available upon request and/or for Monitoring processes, or do not follow the policies described above, funds issued based on missing/erroneous information shall be recouped by DECCD. Unlicensed providers are not exempt from this policy.~~

~~104.02 PAYMENT LEDGER PROCESSES~~

~~Payment ledgers must be submitted electronically through the Child Care Payment System. Ledgers open to providers on the 1st day of the month and remain open until 11:59 p.m. CST on the 10th day of the month. Providers are required to complete their electronic ledger within this 10 day window. Ledgers submitted with complete and correct information will be processed for payment. If ledgers require further documentation in order to process payment, the provider will be contacted.~~

~~104.03 LEDGER PAYMENTS~~

~~If it is necessary to adjust the amount of funds issued based on the attendance information submitted to DECCD or used to issue the certificate, an adjustment will be made in the Child Care Payment System reflecting the change.~~

~~Any error in listed on the certificate that will cause payments to calculate incorrectly must be submitted to DECCD within 10 days of the issue date of the copy of the certificate to the provider. Such errors include, but are not limited to incorrect payment rates, incorrect care type (full vs full/part time), incorrect date of birth for the child, etc. DECCD will not adjust underpayments to providers as a result of these errors not reported to DECCD within 10 days of issuing of the certificate copy to the provider. Corrections will be made to ensure future payments will be calculated correctly. Any errors must be reported using the Provider Request for Child Information Correction Form (Appendix Q). This form may be found on the DECCD website. This form must be submitted to CCPayment@mdhs.ms.gov.~~

~~104.04 RATES AND CENTER POLICIES~~

~~(1) Licensed providers must file a copy of the center's published rates with DECCD annually. Providers are not allowed to charge a higher rate to families in the certificate program than the rate charged to the general public.~~

~~(2) A. If the child care center's policy states that a program stipend will be provided to~~

~~non-certificate children, the provider must document the amount and the source of funds for each child on a monthly basis. Parent co-payment fees cannot be used as children's stipends. This documentation must be in hard copy such as check stubs receipts, etc., that will show Mississippi Department of Human Services auditors a clear paper trail of cash infusion from non-tuition sources and non-child-care certificate monies sufficient to cover the full amount of tuition without any stipends.~~

- ~~B. DECCD will not monitor any fiscal or children's files without the director or an approved supervisor staff person in attendance. Only necessary documentation should be requested from the parent and provider.~~
- ~~C. Parents (including TANF workers) employed at a licensed center or group home may be eligible for a child care certificate providing that they do not care for their own child(ren). Nor can the child(ren) be included in a group assigned to the biological parent to maintain the adult/child ratio required by the Mississippi State Department of Health, Division of Child Care Licensure.~~
- ~~D. Rates of reimbursement are assigned on a certificate based on the provider type (licensed or unlicensed), age of child, and Tier level. A full time rate may be charged for non-traditional child care. Non-traditional child care is appropriate when a parent requires full-time child care in lieu of before and after school care.~~
- ~~E. School-aged children and children who attend other programs such as Head Start will be reimbursed at the part-time rate for absences during vacation and holidays except during times when it is documented that the child(ren) attended the licensed child care center for the full-day because the school was not open or for out-of-school suspension during the school year. Full-time reimbursement will be issued for full-time care provided by licensed centers when the primary school setting is closed or for out-of-school suspension.~~
- ~~F. Providers will be reimbursed at a part-time rate for any day in which a school-age child or child with a full-time/part-time certificate is present for a full day of care while their primary school setting is open.~~
- ~~G. Summer child care for school-aged children will be reimbursed at the full-time rate for absentees, vacation, and holidays.~~
- ~~H. If at any time during a CCPP year, a provider changes Tier reimbursement status, changes will be adjusted in the system to allow for future reimbursement at the appropriate rate.
 - ~~i. If it becomes necessary for the Tier 1-eligible director to be absent for leave, DECCD must be notified within 10 days. DECCD will determine on a case-by-case basis if Tier 1 reimbursement will continue during leave.~~~~

- I. ~~Full time certificate payments for school age children may not be issued to students enrolled in grades one through twelve unless full time care is needed during non-traditional hours and/or the primary school setting is closed.~~
- J. ~~Full time certificate payments may be issued for 3 and 4 year olds enrolled in public or private pre kindergarten programs where tuition is assessed. Certificates will expire on a child's 5th birthday. Families who continue to meet eligibility criteria may apply to continue services until the child is 12 years of age, or 18 years of age if a special needs child. Additionally, 5 year old children whose parent(s) elect not to enroll their child(ren) in a public kindergarten program may receive full time certificate funds until they reach the age of 6 (six), which is the compulsory age for school attendance in the state of Mississippi.~~

~~104.04 OVER-PAYMENTS AND UNDER-PAYMENTS~~

- (1) ~~If a provider discovers an error in the payment issued, the provider is required to notify the DECCD to request an adjustment within 30 days of the issuance of the payment. Questioned payments or incorrect payments will be adjusted during the next regularly scheduled payment cycle.~~

~~104.05 ABSENTEES AND NOTICE~~

- (1) ~~If a child is absent for more than two weeks for medical reasons, the parent is required to submit a doctor's statement. Extenuating circumstances will be handled on a case-by-case basis.~~
- (2) ~~In the case of court ordered visitation, DECCD must be notified and a copy of the visitation order of the court must be kept on file by the provider. Any days a child is absent due to court ordered visitation will not count towards a child's paid absence day. Parents are responsible for paying their determined co-payment amount in full even if the child does not attend due to court ordered visitation.~~
- (3) ~~The Child Care Payment Program will provide a two week notice for the termination of all certificates issued to licensed providers, except in the instance of substantiated provider fraud.~~
- (4) ~~A child care center must remain open on days when children are taken on field trips or any other day outside of the approved holiday list provided by DECCD for any children who cannot attend the field trips or still need child care during holidays, etc.~~

SECTION 105: INTERRUPTION OF CHILD CARE SERVICES

105.01 ALLOWABLE LEAVE TIME FOR PARENTS

- (1) ~~Parents who lose or change jobs are allowed a 60 day grace period from the last date of employment before child care services are terminated in order to give the parent time to be reinstated in their job, providing that a Change of Information form is submitted to DECCD within 10 working days of the change in employment. During this 60 day period, the parent is required to submit new eligibility documentation and be redetermined eligible for services. Failure to submit acceptable eligibility documentation shall result in the termination of services.~~
- (2) ~~Temporary Job Closings Workers temporarily unemployed due to the nature of their work may include but are not limited to workers employed in construction, factories, or poultry and catfish processing plants. Extensions beyond the approved 60 days must gain approval from DECCD on a case-by-case basis.~~
- (3) ~~Natural Disaster Child care services should be continued when parents are off work due to circumstances beyond the parent's control such as hurricanes, floods, and tornado. Licensed child care providers shall be reimbursed when the center is closed temporarily due to a natural disaster for up to 10 business days per occurrence unless the parent needs to make alternate care arrangements. Unlicensed centers shall be reimbursed for actual attendance only.~~
- (4) ~~A pregnant mother is allowed six weeks of child care assistance during maternity leave. Documentation from a physician of the maternity leave must be included in the parent's file. If more leave time is required due to medical reasons, a physician's statement must be submitted to DECCD. The parent must provide new eligibility documentation once she returns to work. Failure to submit acceptable eligibility documentation shall result in the termination of services.~~
- (5) ~~Fathers are allowed six weeks of child care assistance related to the birth of a child, if the employer/educational institution approves the leave time. Documentation in the form of a letter on the employer/educational letterhead allowing the leave of absence for this reason must be submitted to DECCD.~~
- (6) ~~Parent(s) are allowed six weeks of child care assistance in cases of adoption of a new child or when a Foster Child is placed in the home, if the employer/educational institution approves the leave time.~~
- (7) ~~Parent(s) are allowed up to thirty days of sick leave from their job if documented by their employer and physician. Extenuating circumstances in which additional time is required will be handled on a case-by-case basis.~~
- (8) ~~A child is allowed 15 e absence days per federal fiscal year (beginning October 1—September 30). Absences related to court-ordered visitations, chronic illness, and medical~~

~~treatment for children with special needs are not counted as vacation days.~~

~~(9) DECCD will pay for up to 11 holidays for the period beginning October 1 through September 30. If the Governor allows days in addition to the list below in observance of a holiday, providers will be notified that they are also allowed these extra days. If the identified holiday falls on a weekend, the DECCD Director will designate weekdays to observe the holiday at their discretion.~~

~~(10.) Approved paid holidays for licensed providers~~

~~January 1 New Year's Day~~

~~The Third Monday of January Robert E. Lee's Birthday and Dr. Martin Luther King, Jr.'s Birthday~~

~~Spring (date varies annually) Good Friday~~

~~The Last Monday of May National Memorial Day and Jefferson Davis's Birthday~~

~~July 4 Independence Day~~

~~The First Monday of September Labor Day~~

~~November Thanksgiving Day & the Friday after~~

~~December 24 Christmas Eve~~

~~December 25 Christmas Day~~

~~December 31 New Year's Eve~~

~~105.02 REASONS FOR TERMINATION~~

~~(1) TANF, TCC, Foster Children and Children in Preventive/Protective Services, and participants of Health Homes Mississippi are referred for services by a MDHS Case Manager/HHM Family Support Worker. Services shall be terminated upon notification by the Case Manager for TANF clients and Children in Foster, Preventive/Protective Services. Clients receiving TCC and participating in Healthy Homes Mississippi shall be terminated upon notice from a MDHS Division of Economic Assistance caseworker, HHM Family Support Worker, or when found to be out of compliance with requirements of the MDHS Division of Child Support Enforcement, when applicable.~~

~~(2) Non payment of co payment fees may result in termination from the Child Care Payment Program for a one-year period.~~

- ~~(3) — A child care certificate may be terminated upon the request of the parent, or by DECCD in accordance with CCPP policy.~~
- ~~(4) — Child care services will be terminated when a child grows older than the age requirements.~~
- ~~(5) — If at any time a parent provides fraudulent information, child care services are immediately terminated and the client is ineligible to reapply for a one year period. DECCD may elect to permanently disbar parents from participation in CCPP in accordance with Section 106.01(1) of this document.~~

105.03 CHANGE IN PROVIDER

- ~~(1) — Parents are allowed to change providers when the current provider is no longer preferred. Parents must request a change in provider from DECCD prior to withdrawing the child, unless under emergency circumstances. The parent(s) shall give at least two weeks prior notice to the current provider before withdrawing the child from the center unless there are extenuating circumstances. While parents have the right to exercise parental choice in selecting a child care provider, certificates will not be issued to a provider until they have met all requirements to become a CCPP approved provider. Parents must select a CCPP approved provider. No payments will be issued for care provided while a provider is seeking to become an approved provider.~~
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Section 106 DISPUTES

106.01 PARENTAL AND PROVIDER DISPUTES

(1) ~~Any unresolved dispute concerning a question of fact under the Application/Agreement between DECCD and Parent or Provider shall be decided by the Director of the Division of Early Childhood Care and Development. In the review by the DECCD Director the Parent or Provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review. This decision shall be reduced to writing and a copy thereof mailed or furnished to the Parent or Provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the Parent or Provider mails or delivers to the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director or his/her designee, DECCD will proceed in accordance with the decision of the Director of the Division of Early Childhood Care and Development. In addition, listed below are the procedures to be used when an Administrative Hearing for a Child Care Dispute is desired:~~

~~A. A Parent or Provider may not request a hearing on behalf of another individual or to discuss decisions regarding another person.~~

~~B. If an Administrative Hearing is desired, a written request for the Hearing must be submitted to the Director of the Division of Early Childhood Care and Development. If requested, an Administrative Hearing will be held with the Director of the Division of Early Childhood Care and Development serving as the Hearing Officer.~~

~~C. The Hearing Officer will be a neutral observer who will conduct the Hearing. The Hearing Officer will listen to both sides and then make a decision based upon the evidence that is provided.~~

~~D. This is an informal proceeding that gives both parties their due process rights and a forum to provide evidence. This is not an adverse process. Questions are to be asked only for clarification. If a party has legal representation, the attorney is there only to give legal advice to his/her client and not for direct or cross examination.~~

~~SECTION 107: FRAUD AND ABUSE~~

~~This section outlines the policies and procedures for handling alleged and/or substantiated fraud and exploitation in the Child Care Payment Program by a parent and/or provider.~~

~~107.01 POLICY STATEMENT~~

~~Any person applying for or receiving public assistance by using false statements, and any person assisting that person to receive such public assistance with knowledge of those false statements, is subject to criminal prosecution. The offense may be a misdemeanor when the amount received or requested is below \$500 or a felony if the amount received or requested is above \$500. If a child care center knowingly provides false information, a financial penalty will be imposed. Whether or not a criminal conviction results, at the first offense, recoupment will be made and the center may be disqualified from participating in the Child Care Payment Program, contingent upon whether the deception is intentional or unintentional.~~

~~107.02 SUSPECTED FRAUD OR ABUSE OF FUNDS~~

- ~~(1) DECCD staff will not attempt to resolve any suspicion of parent and/or provider fraud or misuse of funds. DECCD staff will collect any documentation to support an investigation of suspected fraud or misuse of funds. This documentation shall be referred directly to the Director of the MDHS Division of Early Childhood Care and Development for referral to the MDHS, Division of Program Integrity (DPI) for investigation. DECCD staff will not alert the parent and /or provider of any suspicion of fraud or misuse of funds while an investigation is pending. Funding may continue during the investigation.~~
- ~~(2) In the event that fraud is substantiated in a licensed child care facility, DECCD will assist the parent(s) with locating an alternative child care facility or home without an interruption in child care services unless the parent(s) chooses to keep their child(ren) at the center and forfeit the CCPP funding. In this situation, a notarized statement of fact from the parent(s) must be retained by DECCD. If it is determined that fraud was committed by a parent, the provider will be allowed two weeks' notice of termination.~~

~~107.03 RECOUPMENT OF FUNDS~~

- ~~(1) The MDHS, Division of Program Integrity (DPI) shall employ the required steps to recoup or attempt to recoup funds paid for ineligible services because of suspected parent or provider fraud or misuse of funds when unable to resolve otherwise. The steps include, but are not limited to:
 - ~~A. A letter outlining the DECCD policy violated, the total amount of funds to be repaid, the legal action to be pursued if the parent or facility owner fails to cooperate, and a response time frame of 15 calendar days; the letter and the report shall be sent to the alleged offender by certified mail; a copy shall be retained by DPI and the Director of DECCD;~~~~

- ~~B. After the DPI completes an investigation of alleged fraud and/or misuse of funds, if applicable, criminal charges shall be filed with the appropriate local law enforcement agency, when fraud is substantiated.~~
- ~~C. When fraud is substantiated and criminal charges are filed with the local law enforcement agency, funds shall be recovered through restitution ordered by the court. Checks issued by the court for restitution shall be made payable to Treasurer, State of Mississippi and mailed directly to the MDHS, DPI.~~
- ~~D. The MDHS, DPI staff shall track receipt of checks issued for payment of restitution on a case by case basis until all funds have been recovered.~~

~~**107.04 FINAL DISPOSITION FOR ACTION**~~

~~A copy of any final judgment issued by the Court shall be forwarded directly to the MDHS, DPI and a copy of the final judgment will be provided to DECCD by the MDHS, DPI.~~

SECTION 108: MONITORING

108.01 MONITORING PROCEDURE

- ~~(1) DECCD will monitor a selection of licensed and unlicensed providers participating in the certificate program at least once annually. DECCD will select centers whose records indicate a need for technical assistance, for example, perfect attendance submitted for each child each month. According to MDHS Subgrantee Manual, DECCD staff may conduct monitoring visits un-announced.~~
- ~~(2) Monitoring visits will include a review of the following records:
 - ~~A. Licensed and unlicensed providers must maintain a daily attendance roster (sign in/out sheets) for each child in accordance with Section 104.01(1) of this document.~~
 - ~~B. The attendance recorded on the center's attendance roster will be compared to the attendance reported to DECCD. All documentation related to child attendance will be reviewed.~~
 - ~~C. The center's published rates charged to the general public will be compared to the rates requested and received on each certificate.~~
 - ~~D. Verify the payment of co-payment fees. Both licensed and unlicensed providers are required to maintain receipts for payment of monthly co-payment fees.~~
 - ~~E. A copy of the center's license, if applicable, will be requested if a current copy is not on file with DECCD.~~
 - ~~F. Records will be reviewed to verify that the center has retained a copy of the Center's Statement of Agreement.~~
 - ~~G. The center will be monitored to make sure that the hours of operation meet the needs of the full-time working parents plus travel time. The center must be open at least five (5) days per week.~~
 - ~~H. The attendance will be checked to ensure that the provider is not receiving more (CCDF and TANF) certificates than its' licensed or allowed capacity at any given time (for example, non-traditional shifts, and before and after school). If it is determined during the monitoring visit that the attendance exceeds the provider's licensed or allowed capacity, then the situation will be reported to the Mississippi State Department of Health, Child Care Licensure and DECCD. Attendance in excess of licensed or allowed capacity is considered fraudulent and shall result in a recoupment of funds issued for certificates in excess of licensed or allowed capacity.~~~~

- I. ~~Unlicensed providers must provide copies of immunization records (Form 121 Certificate of Immunization issued by the Mississippi Department of Health) for providers and all children enrolled in care.~~
 - J. ~~Per the Center Statement of Agreement, all child care providers are notified that monitoring may be announced or unannounced. Refusal to cooperate in the monitoring process shall result in a financial penalty.~~
- (3) A. ~~If a center is not accurately recording attendance or is charging different rates, the center will receive a letter concerning the finding(s). Any overpayments that occurred because of these two situations shall be recouped by DECCD.~~
- B. ~~A center with findings may be monitored again, by either announced or unannounced visits. If the center is still in non-compliance under the original finding(s), a copy of all correspondence regarding the matter shall be forwarded to DECCD and processes for Suspension or Debarment described in this document will be engaged.~~

108.02 SUSPENSION AND DEBARMENT

- (1) ~~If a parent commits fraud or abuse, suspension or debarment will occur in addition to any financial penalties/recoupments necessary. During suspension, a parent may not apply for or receive CCPP funding until the date indicated on the Notice of Suspension.~~
- (2) ~~If a provider commits fraud or abuse, suspension or debarment will occur in addition to any financial penalties/recoupments necessary. During suspension, or upon debarment, a provider may not hold any administrative position in a facility or home in which CCPP subsidies are received. This includes any position responsible for the recording or tracking of enrollment and attendance as well as the completing and reporting of family/child status and/or enrollment and attendance to CCPP.~~
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Section 109 PROVIDER REIMBURSEMENT LEVELS

~~(1) The purpose of this section is to describe the Reimbursement Tier (rate of reimbursement) for child care providers participating in the Child Care Certificate Program. Directors of multiple centers may qualify for the Tier 1 rate at only one center.~~

~~A. Child Care Reimbursement Tier 1:~~

~~To qualify for Reimbursement Tier 1, providers must have a current license issued by the Child Care Facilities Licensure Branch, Mississippi Department of Health. Additionally, they must:~~

~~Operate a full-day, full-year educational program; OR~~

~~Operate an educational program providing care in response to local educational facilities such as a center that only offers before and after school care five days a week, and is open full-time during summer months and holidays; or a center that provides full-time care only when colleges/universities/public schools are in session:~~

~~AND:~~

~~Document center accreditation from the National Association for the Education of Young Children (NAEYC); or*~~

~~Document the on-site child care director is on-site six to eight hours a day and holds a 4-year degree in the field of Early Childhood Education or Elementary Education that includes kindergarten, and Family and Consumer Sciences with an emphasis on Child Development; or*~~

~~Document that the center has a director on-site six to eight hours per day and holds a two-year associate degree from an accredited community or junior college in child development technology plus four (4) years of paid experience in child care; or the center has a director that holds the DECCD Director's Credentials plus four (4) years of paid experience in child care.*~~

~~B. To qualify for Reimbursement Tier 1, family home providers must:~~

~~Operate a full-day, full-year educational program; OR~~

~~Operate an educational program providing care in response to local educational facilities such as a home that only offers before and after school care five days a week, and is open full-time during summer months and holidays; or a home that offers full-time care in the summer months only;~~

AND:

~~Document the on-site child care director holds a 2 or 4-year degree or CDA in the field of Early Childhood Development.*~~

~~C. Child Care Reimbursement Tier 2:~~

~~To qualify for Reimbursement Tier 2, the child care center or group child care home must:~~

~~Document that it has a current license, or letter of exemption, issued by the Child Care Facilities Licensure Branch, Mississippi State Department of Health.~~

~~D. To qualify for Reimbursement Tier 2, the family child care provider must:~~

~~Document that it is regulated by the Bureau of Child Nutrition, Mississippi State Department of Education.~~

~~E. Child Care Reimbursement Tier 3:~~

~~To qualify for Reimbursement Tier 3, all other child care providers must be approved by DECCD and return the Basic Health, Safety, and Nutrition Guidelines certifying that guidelines will be followed.~~

~~F. See Appendix N for rates.~~

~~*Prior to October 1, 2003, all current Tier 1 providers may fall under the grandfather clause.~~

Effective: October 1, 2009

GLOSSARY OF TERMS

~~This chapter contains the definition of key words or phrases and clarifies the terms as they relate to this manual.~~

~~**ADULT**—A person who has reached the age of majority (at least 18 years of age).~~

~~**ATTENDING (EDUCATIONAL/JOB TRAINING)**—Full time enrollment in an education and/or training program resulting in a degree or certificate designed to promote job skills and employability. Full time is determined by the institution.~~

~~**AUTHORIZED REPRESENTATIVE**—An individual who has the legal right to speak or act on the parent's behalf. Written authorization must come to the child care center or DECCD directly from the parent and be maintained in the appropriate file.~~

~~**BEFORE AND AFTER-SCHOOL CARE**—Child care services for school-aged children (ages 5-12) during the hours before and after the regular school day. Under CCDF child care may be provided for children under the age of 13 and for those children under the age of 18 who meet the SSI definition of disability by having medically proven physical or mental condition(s) that caused marked and severe functional limitations expected to last at least 12 months in duration.~~

~~**CARE GIVER**—An individual at least eighteen (18) years of age with a high school diploma or equivalent (GED) who provides direct child care, supervision, and guidance to an eligible child.~~

~~**MONTHLY CHILD CARE CO-PAYMENT FEES FOR PARENTS**—A system of cost-sharing based upon income and size of the family for families who participate in the Child Care and Development Fund Program. Parents are required to pay a monthly co-payment fee to their child care provider of choice as a condition of program participation, with the exception of clients receiving TANF.~~

~~**CHILD CARE AND DEVELOPMENT FUND (CCDF)**—A federally funded program designed to provide quality child care services to eligible very low-income families who are actively participating in an allowable TANF activity, transitioning off TANF, at risk of going on TANF and are in need of child care in order to work OR are low income families, employed or enrolled in an approved educational or training program.~~

~~**CHILD CARE CERTIFICATE**—A document issued by DECCD directly to a parent(s) who has been determined eligible for CCDF, who may use it as payment for child care services. A child care certificate is assistance to the parent, not assistance to the provider.~~

CHILD CARE FACILITIES:

~~**CENTER-BASED** – A non-residential facility in which shelter and personal care is regularly provided for six or more children who are not related within the third degree computed according to the civil law to the operator and who are under the age of 13 and receive care for any part of a 24-hour day. No parent or guardian may provide care for their own child in this setting.~~

~~For all Child Care Centers, as defined above, related children of all staff must be included in the licensed number. These centers are considered commercial establishments and must meet all requirements of the Regulation Governing Food Service Sanitation. Additionally, these licensed centers must remain in compliance at all times with the Mississippi State Department of Health's Regulations Governing Licensure of Child Care Facilities.~~

~~**FAMILY CHILD CARE HOME** – An occupied residence in which shelter and personal care is regularly provided for five or fewer children who are not related within the third degree computed according to the civil law to the provider and who are less than 13 years of age and are provided care for any part of the 24-hour day. These homes may voluntarily register with the Mississippi State Department of Health and must be registered with the Division of Early Childhood Care and Development, Mississippi Department of Human Services. The provider must be at least 18 years old and cannot be a biological parent of the child receiving assistance. No parent or guardian may provide care for their own child in this setting.~~

~~**GROUP HOME CHILD CARE** – An occupied residence in which shelter and personal care are regularly provided for six to 15 children who are not related within the third degree computed according to civil law to the operator and who are under the age of 13 and receive care for any part of the 24-hour day. Children related within the third degree are included in determining space and staff, but are not included in the licensed number. No parent or guardian may provide care for their own child in this setting.~~

CHILD CARE PROVIDERS:

~~**CENTER-BASED CHILD CARE PROVIDER** – A provider licensed or otherwise authorized to provide child care services for fewer than 24 hours per day per child, in a non-residential setting, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training. No parent or guardian may provide care for their own child in this setting.~~

~~**FAMILY CHILD CARE PROVIDER** – One individual who provides child care services for fewer than 24 hours per day per child, as the sole CARE GIVER, in their private~~

~~residence, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training. No parent or guardian may provide care for their own child in this setting.~~

~~**GROUP HOME CHILD CARE PROVIDER**—Two or more individuals who provide child care services for six to 15 children for fewer than 24 hours per day per child, in a private residence other than the child's residence, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training. These providers are licensed. No parent or guardian may provide care for their own child in this setting.~~

~~**IN-HOME CHILD CARE PROVIDER**—An individual who provides child care services in the child's own home but maintains a separate residence. No parent or guardian may provide care for their own child in this setting.~~

~~**CHILD CARE SERVICES**—Care provided for a fee by a child care provider to an eligible child or children in the parent or guardian's absence.~~

~~**CHILD CARE WEEK**—The period of time that child care is provided per week. The child care week may cover up to seven days. This is allowable as long as the DECCD Weekly Child Care Reimbursement Tier rate is not exceeded, and the child does not receive care in excess of 84 hours during a Sunday through Saturday week.~~

~~**CREDENTIALLED DIRECTOR**—A professional credential awarded to child care center directors operating licensed child care programs in Mississippi and those who aspire to be directors for the successful completion of a curriculum in Child Care Management Best Practice.~~

~~**DEGREES OF KINDRED ACCORDING TO THE LAW:**~~

~~FIRST——Parents and Children~~

~~SECOND——Siblings (brothers and sisters), Grandparents, and Grandchildren~~

~~THIRD——Uncles, Aunts, Nieces, Nephews, Great Grandparents, and Great Grandchildren~~

~~**DISABLED PARENT**—See **SPECIAL NEEDS/DISABLED PARENT**.~~

~~**EARLY CHILDHOOD DEVELOPMENT PROGRAM**—A preschool program (ages birth to kindergarten) that provides child care services to low income working parents and parents enrolled in an educational or training program.~~

~~**EDUCATIONAL PROGRAM/JOB TRAINING**—A program offering educational/job training content. Programs must be accredited by the State of Mississippi or a national organization.~~

~~**ELIGIBLE CHILD**—A child whose parent(s) meets the eligibility requirements as set forth by the grant.~~

EXTENDED DAY CHILD CARE – Before and after school care for Early Head Start and Head Start children (ages birth up to age 5) and school age children (ages 5-12) who need such care due to the work schedule of their parent(s).

FAMILY – A unit where a child(ren) resides with a parent(s) who is related by blood, marriage, adoption, or legal guardianship.

FAMILY OF ONE – A child receiving child care services based upon his/her income received from SSI, foster board payment, etc.

FULL-DAY CHILD CARE – Child care provided for six or more hours of a 24-hour day. Full-day child care should meet the needs and reflect the work, education, or TANF training schedule of the parent with a maximum of 30 minutes of travel time each way.

GROSS INCOME – The parent's income before any deductions.

HALF-DAY – Child care provided for fewer than six hours per day.

INCOME – funds received by all applicable individuals as described in policy which are not supplemented by any public assistance other than food stamps or medical assistance, and does not exceed 85 percent of the State Median Income (SMI).

INCOME MAINTENANCE (IM) – Income from TANF or Supplemental Security Income and other public assistance.

INFANTS – Children from birth through 12 months.

IN LOCO PARENTIS – in place of parent, for example, a guardian or a relative or friend with whom the child resides if the child's parent is unable to act as the parent or has delegated his or her authority to someone else. The term describes someone who provides care and supervision like a parent but without going through the formalities of legal adoption or guardianship.

LICENSING OR REGULATORY REQUIREMENTS – Requirements necessary for a provider to legally provide child care services in a state or locality, including regulations and requirements established under State Local or Tribal law. The Mississippi Child Care Licensing Law, Section 43-20-1, et seq., of the Mississippi Code of 1972 Annotated, which provides the legal authority under which the Mississippi State Department of Health prescribes minimum regulations for child care facilities defined under the law.

LOW-INCOME – Income above the 50 percent of the State Median Income (SMI) or at or below the 85 percent of the SMI.

MINIMUM FEE – An assessment of \$10 per month for full-day child care services and \$5.00 per month for half-day before and after school/extended day, etc. child care services.

~~**MDHS TANF CASEWORKER** – An employee of the Mississippi Department of Human Services, Division of Economic Assistance, that provides case management services, supportive services, and referrals for child care services for active TANF participants at the local/county level supportive services, and referrals for child care services for active TANF participants at the local/county level.~~

~~**NON-TRADITIONAL CARE** – Includes night care and supervision of children for less than 24 hours per day that occurs within the twelve hours between 6:00 p.m. and 5:59 a.m., or weekend care and supervision of children that takes place between 6:00 p.m. Friday and 5:59 a.m. Monday.~~

~~**PARENT** – A mother or father by blood, marriage, or adoption, a legal guardian, or other person standing in loco parentis.~~

~~**PRESCHOOL AGED CHILD** – Children from three years of age through kindergarten.~~

~~**PROTECTIVE SERVICES** – Children that are court ordered to receive Protective Services from MDHS, Division of Family & Children’s Services. These children are living in the home of a parent or relative/kinship caretaker.~~

~~**PROVIDER** – The entity providing child care services as defined in this document.~~

~~**REIMBURSEMENT TIERS** – The established rates for child care services based upon the age of the child, type of child care provider, hours of child care, and DECCD approved tier criteria.~~

~~**RESIDING/LIVING WITH** – Living with, including taking meals and sleeping in the same house for a majority of a seven day period beginning with Sunday and ending with Saturday.~~

~~**SEASONAL WORKERS** – Individuals who are temporarily unemployed due to the nature of their work.~~

~~**SPECIAL NEEDS/DISABLED PARENT** – A parent who meet s the SSI definition of disability by having medically proven physical or mental condition(s) that cause marked and severe functional limitations expected to last at least 12 months in duration and render the parent incapable of self care. The condition(s) must be documented by a physician. In the absence of SSI benefits, medical documentation should attest to the degree of functional limitation(s) and prescribe the special care needed. If the parent is unable to manage their personal affairs, the application should be made in the parent/guardian or responsible adult’s name. If the disabled parent receives SSI, the income maintenance fee of \$10.00 should be applied to the child(ren). Short Term disability medically documented will be handled on a case by case basis with approval by DECCD.~~

~~**SPECIAL NEEDS CHILD RATE** – Special Needs rates may be applied for children through the age of 18 who meet the SSI definition of disability by having medically proven physical or mental~~

condition(s) that cause marked and severe functional limitations expected to last at least 12 months in duration and render the child(ren) incapable of self care. The condition(s) must be documented by a physician. In the absence of SSI benefits, medical documentation should attest to the degree of functional limitation(s) and prescribe the special care needed.

STATE MEDIAN INCOME (SMI)—The average income of all Mississippi workers.

SUMMER CARE—Child care for children during the summer months, when primary school settings are not in session.

SUPPLEMENTAL SECURITY INCOME (SSI)—A monthly payment to a person for having a medically proven physical/mental or physical condition that causes marked and severe functional limitations that are expected to last at least 12 months in duration.

TANF (Temporary Assistance for Needy Families)—Benefits offered through the block grant that replaced the Aid to Families with Dependent Children (AFDC) and Job Opportunities and Basic Skills Program (JOBS). Benefits are time limited, mandating that families move quickly into work activities leading to self-sufficiency.

TERMINATED CHILD CARE CERTIFICATE—A certificate that has been used as payment for child care services for a period of time and is no longer valid. Reasons that certificates would be terminated include, but are not limited to, the following: the provision of false information used to issue/maintain a certificate, change in a provider, or a lack of a request for reimbursement on a Child Care Certificate 60 days after the certificate has been issued.

TODDLERS—Children the age of 13 months and less than 36 months.

TRANSITIONAL CHILD CARE (TCC)—Up to 24 months of subsidized child care for eligible parents, issued by the MDHS Division of Economic Assistance.

VERY LOW INCOME—Income at or below the 50 percent of the State Median Income (SMI).

WITHOUT REGARD TO INCOME (WRI)—Income that is irrelevant; therefore, it is not to be considered. The only children who are to be considered WITHOUT REGARD TO INCOME are in court ordered Protective Services Cases and Preventive Services. The only documentation necessary to determine eligibility is the referral form from the Division of Family and Children's services and proof of the parent's work or exemption.

WORKING—Performing duties to earn a wage (for a minimum of 25 hours per week) or complete educational/job training such as practicums or internships (enrollment for education/training must be full time).

CHAPTER 2

SECTION 101: CHILD CARE PAYMENT PROGRAM

101.01 ELIGIBILITY FOR THE CHILD CARE PAYMENT PROGRAM

~~The child care certificate is a document issued directly to eligible parent(s) or authorized representatives, provided that funds are available. The certificate allows the parent to select the child care provider of his/her choice.~~

101.02 ELIGIBILITY PRIORITY POPULATIONS

~~If funds are available, children must be served on a first come, first served basis in order of eligibility priority. Applications must be date stamped as they are received. CCDF child care services will be available to children of parents according to the following priorities:~~

- ~~1st — Child Care for Temporary Assistance for Needy Families (TANF)~~
- ~~2nd — Child Care for Transitional Child Care (TCC)~~
- ~~3rd — Children of very low income working parent(s) whose income is at or below 50 percent of the State Median Income (SMI) who are at risk of going on TANF, in the following order:~~
 - ~~A. — Children in Protective Services or Foster Care;~~
 - ~~B. — Children with Special Needs (up to 85% of the SMI);~~
 - ~~C. — Children of parent(s) deployed in the Mississippi National Guard, or Reserve (up to 85% of the SMI);~~
 - ~~D. — Children of Teen Parent(s) currently enrolled in high school full time;~~
 - ~~E. — Children served by the Healthy Homes Mississippi home visitation program;~~
 - ~~F. — Children of all other eligible parent(s) at this income level, including parents enrolled in an approved educational program, whether working or not.~~

4th — Based upon the availability of funding, children of parent(s) working the required 25 hours per week and/or are enrolled in an approved educational program whose income falls above 50 percent of the SMI and at or below 85 percent of the SMI.

~~SECTION 102: CRITERIA FOR CHILD CARE SERVICES~~

~~102.01 ELIGIBLE PROVIDERS~~

(1) — Parents have the right to choose the type of child care they would like for their child. The Division of Early Childhood Care and Development has categorized the choices available to parents as follows: a licensed child care center, group home, family child care home, or in-home child care provider. Parents must select a CCPP approved provider. No payments will be issued for care provided while a provider is seeking to become an approved provider. See Glossary of Terms for definitions of each.

~~(2) — i. — Child Care Centers and Group Homes~~

In order to receive reimbursement for services rendered, a child care center or group home must be licensed by the Mississippi State Department of Health. A copy of the license must be filed with DECCD annually upon renewal. The child care center or the group home must have a current license. Additionally, these licensed centers must remain in compliance at all times with the Mississippi State Department of Health's Regulations Governing Licensure of Child Care Facilities.

ii. — If a center's license expires and services are being provided for children on the CCPP, DECCD *may* continue to pay the provider under the following conditions:

A. — The Health Department has not officially closed the center;

B. — The center's director submits a written request, on center letterhead, for child care payments to continue; and

C. — The center provides copies of the licensing renewal fee payment, documentation of a current inspection, and a copy of correspondence from the licensing division stating why the license has not been renewed; and

D. — A center with an expired license will be reimbursed for children with a current certificate up to the time frame allowed by the Mississippi State Department of Health; however, no new certificates will be issued until the license is renewed.

E. — No payments will be issued for care provided while a provider is seeking to become an approved provider. —

The decision to continue payments under these circumstances is solely at the discretion of the Director of the Division of Early Childhood Care & Development. All requests for payments under these conditions shall be submitted in the form of a written request to the Director describing the basis for the request to waive Provider Termination.

~~(3) — i. — Family Day Care Homes and In-Home Providers~~

~~In order to receive reimbursement, all unlicensed providers must keep a record of immunizations for themselves and all children in their care in the form of a Form 121 Certificate of Immunization issued by the Department of Health, and a copy of the Basic Health, Safety and Nutrition Assurances. A signed copy of the Basic Health, Safety and Nutrition Assurances certifying that they will follow the guidelines should also be filed with DECCD. Individual, unlicensed providers must be at least eighteen (18) years of age and are prohibited by law from keeping more than five (5) children who are not related to the provider within the third degree computed according to civil law. A child care provider may not be reimbursed if they reside in the same household as the child(ren). Proof of separate residence may be required. Proof of residence will be established with a current driver's license or state issued I.D. and another form of identification that reflects the same address. A current bank statement, cell phone bill, utility bill or cable bill are acceptable. Addresses must match the address given as the location of care submitted on the application.~~

- ~~ii. In order for an unlicensed in-home provider to become/remain a CCPP approved provider, all individuals over the age of 18 years (relative or non-relative) residing and/or working full/part time in the provider's residence shall submit all required information to undergo the Child Abuse and Neglect Central Registry Check. This information is submitted on the Child Abuse and Neglect Central Registry Check Form 107 with the initial provider application, and annually once approved. Providers will be deemed ineligible to participate in the certificate program in the event that they have prior convictions of child abuse and/or neglect. If an individual residing and/or working with the provider in the provider's home is found to have a prior conviction of child abuse and/or neglect, eligibility will be suspended/denied until such time as the provider can provide proof that the offending individual no longer resides in the home. Failure on the part of the provider to accurately complete Form 107 may result in suspension/debarment from participation in the CCPP. Additionally, funds shall be recouped.~~
- ~~iii. No payments will be issued for care provided while a provider is seeking CCPP Approved Provider status. Approval is attained by successful completion of the Child Care Provider Application located at www.childcareinfo.ms.~~

102.02 PROVIDER REIMBURSEMENT LEVELS

- ~~(1) The purpose of this section is to describe the Reimbursement Tier (rate of reimbursement) for child care providers participating in the Child Care Certificate Program. Directors of multiple centers may qualify for the Tier 1 rate at only one center.~~

~~A. Child Care Reimbursement Tier 1:~~

~~To qualify for Reimbursement Tier 1, providers must have a current license issued by the Child Care Facilities Licensure Branch, Mississippi Department of Health. Additionally, they must:~~

~~Operate a full day, full year educational program;—~~

~~OR~~

~~Operate an educational program providing care in response to local educational facilities such as a center that only offers before and after school care five days a week, and is open full time during summer months and holidays; or a center that provides full time care only when colleges/universities/public schools are in session:~~

~~AND:~~

~~Document center accreditation from the National Association for the Education of Young Children (NAEYC);—~~

~~OR*~~

~~Document the on-site child care director is on site six to eight hours a day and holds a 4-year degree in the field of Early Childhood Education or Elementary Education that includes kindergarten, and Family and Consumer Sciences with an emphasis on Child Development;—~~

~~OR*~~

~~Document that the center has a director on site six to eight hours per day and holds a two year associate degree from an accredited community or junior college in child development technology plus four (4) years of paid experience in child care; or the center has a director that holds the DECCD Director's Credentials plus four (4) years of paid experience in child care.*~~

~~B. To qualify for Reimbursement Tier 1, family home providers must:~~

~~Operate a full day, full year educational program;—~~

~~OR~~

~~Operate an educational program providing care in response to local educational facilities such as a home that only offers before and after school care five days a week,~~

~~and is open full time during summer months and holidays; or a home that offers full-time care in the summer months only;~~

~~AND:~~

~~Document the on-site child care director holds a 2 or 4 year degree or CDA in the field of Early Childhood Development.*~~

~~C. Child Care Reimbursement Tier 2:~~

~~To qualify for Reimbursement Tier 2, the child care center or group child care home must:~~

~~Document that it has a current license, or letter of exemption, issued by the Child Care Facilities Licensure Branch, Mississippi State Department of Health.~~

~~D. To qualify for Reimbursement Tier 2, the family child care provider must:~~

~~Document that it is regulated by the Bureau of Child Nutrition, Mississippi State Department of Education.~~

~~E. Child Care Reimbursement Tier 3:~~

~~To qualify for Reimbursement Tier 3, all other child care providers must be approved by DECCD and return the Basic Health, Safety, and Nutrition Guidelines certifying that guidelines will be followed.~~

~~F. See Appendix N for rates.~~

~~*Prior to October 1, 2003, all current Tier 1 providers may fall under the grandfather clause.~~

Effective: October 1, 2009

~~102.03 APPLICATION PROCEDURES~~

- ~~(1) — DECCD will accept applications throughout the year. Referrals for TANF, Family & Children’s Service, or Healthy Homes Mississippi clients are accepted throughout the year from Case Managers. All families eligible to receive services will be added to the CCPP, as funding allows. Families will be served by date of application and eligibility priority level. —~~
- ~~(2) — Applications can be completed and submitted on DECCD’s website. —~~
- ~~(3) — After completing the application, parents/guardians can return all required documentation by postal or electronic mail. Once all required documentation is received, DECCD will review the information to determine eligibility and send a written notice of eligibility, or ineligibility, or non-availability of funds within 10 business days, unless a Waiting List is in effect. Refer to Section 102.03 for policies and procedures when a Waiting List for services exists. If the parent falls within an eligibility priority group for which funds are available, a certificate will be issued and mailed to the parent, who has up to ten business days to return the signed certificate to DECCD. Once the 10 day window has expired, the certificate will be considered abandoned and voided. —~~
- ~~(4) — Parents must select a CCPP approved provider. No payments will be issued for care provided while a provider is seeking to become an approved provider. A list of CCPP Approved Providers is available at www.childcareinfo.ms. —~~

~~102.04 WAITING LIST~~

- ~~(1) — DECCD will accept applications for services throughout the year. All families eligible to receive services will be added to the CCPP, as funding allows, and notified by September 1st. Families will be served according to the date of application and eligibility priority level. All other applications will be placed on a waiting list, in order of date received, by eligibility priority until May 31st. Any families on the waiting list not served prior to May 31st must reapply annually in the months of June, July, and August. —~~
- ~~(2) — When a Waiting List for the CCPP exists, applications for services will be date stamped and categorized by priority level. Applicants will receive written notice that they are on the Waiting List once the application is processed for eligibility. Applicants can refer to www.childcareinfo.ms to determine if a Waiting List for CCPP exists. Applicants who request applications by phone will be informed of the Waiting List by CCPP staff. —~~
- ~~(3) — If/When funds become available during the program year; certificates shall be issued by eligibility priority. All existing Priority 3A parents should be served first; second, those who were enrolled in an educational/training program the semester prior to the beginning of the waiting list; third, those on waiting list by order of application date; fourth, existing~~

Priority 3B parents; fifth, those who were enrolled in an educational/training program in the semester prior to the beginning of the waiting list; sixth, add waiting list parents by date of application and so on.

~~102.05 ELIGIBILITY DETERMINATION FOR SERVICES~~

~~(1) Eligibility Guidelines by Priority Group~~

- ~~A. TANF Parent(s) TANF clients are not required to complete an application form. Eligibility for CCPP for TANF parent(s) is determined by the MDHS, Division of Economic Assistance Case Manager for full or part time care. TANF clients will receive a certificate based on the referral and termination dates entered by the TANF Case Manager. The TANF parent is required to participate in an allowable TANF program activity. Each participant must comply with all the requirements of the TANF program.~~
- ~~B. TCC Parent(s) Clients referred for Transitional Child Care are not required to complete an application form. Eligibility for TCC should be determined by the MDHS, Division of Economic Assistance Case Manager. TCC clients will receive a certificate based on the referral and termination dates entered by the Case Manager. Terminations to clients receiving TCC can also occur when DECCD determines that the client is not in compliance with case requirements prescribed by the MDHS Division of Child Support Enforcement.~~
- ~~C. Very Low income, At Risk of Going on TANF In order to qualify for full time child care, the parent must be working at least 25 hours per week, or be enrolled full time in high school, enrolled in a full time GED program, or other approved educational or training program. Unpaid work hours required to complete course work for the school curriculum and/or work study may be counted toward the work requirement for the parent. Documentation must be provided. In a two parent family, each parent must be working at least 25 hours per week or one parent must be working at least 25 hours per week and the other parent must be enrolled in an approved full time educational or training program. The family's gross income must be at 50 percent or below the State Median Income. Children with special needs and children of deployed parents may be served in this Priority up to 85% of the SMI. Irregular hours of employment and income should be averaged.~~
- ~~D. Low income, At Risk of Going on TANF In order to qualify for full time child care, the parent must be working at least 25 hours per week, or be enrolled full time in high school or enrolled in a full time GED program, or other approved educational or training program. Unpaid work hours required to complete course work for the school curriculum and/or work study may be counted toward the work requirement for the parent. Documentation must be provided. In a two parent family, each parent must be working at least 25 hours per week or one parent must~~

~~be working at least 25 hours per week and the other parent must be enrolled in an approved full-time educational or training program. The family's gross income must be at or above 50 percent of the State Median Income and at or below 85 percent of the State Median Income. Irregular hours of employment and income should be averaged.~~

- ~~E. — Post Secondary Students — Certificates should only be written for one semester/quarter at a time. The beginning date of the certificate should be the first day of the month of class, for which proof of enrollment was provided, and the ending date is the last day of the month ending the semester. Students should be allowed 30 days from the ending date of the previous semester to complete the application process. Graduating seniors will have up to 60 days to find employment before their certificate is terminated, unless determined eligible otherwise.~~
- ~~F. — Resident In/Out of State Students — If a parent attends school in/out of state, the application should be made in the parent's name using the address where the child(ren) resides. Parents with residences outside the State of Mississippi should apply with their state of residence.~~
- ~~G. — The 25 hours per week work requirement is reduced for foreign students who hold a VISA because they are permitted to work only on campus for 20 hours per week. In order to remain eligible a copy of the VISA must be submitted annually to make sure it is current.~~
- ~~H. — Foster Children and children in Protective or Preventive Services are eligible for child care services without regard to the income of the guardian. Foster children, and children in Protective or Preventive Services will receive funding based on the referral and termination by the Case Manager, no application is required. When a child's case is closed by the Division of Family and Children's Services, that agency will send a Notification of Termination of Child Care for children receiving services through Foster Care, Protective Services or Prevention Services to DECCD.~~
- ~~I. — Parents may apply for a certificate that have been laid off or have lost their job for other reasons. These certificates will be issued for 60 days from the parent(s) last date of employment. This policy only applies when a parent notifies DECCD of the loss of employment within 10 business days of the loss.~~
- ~~J. — Children being served by the MDHS Healthy Homes Mississippi (HHM) home visitation program are eligible for child care services without regard to income. Children will be served based on referral and termination information received from HHM Family Support Workers (caseworkers).~~

~~(2) Income to Be Considered in Calculating Total Family Income~~

- ~~A. Gross income of applicant and spouse should be considered if the spouse is living in the home. Do not consider a spouse's income if they are separated and residing in a separate residence. All income above or less than 40 hours per week is considered irregular income. Irregular income and commissions should be averaged. For commissions and tips, the amount on the paycheck stub or statement from an employer should be averaged and added to regular work income. Do not consider bonus monies as income. If a parent is self-employed, individual/family total income is considered.~~
- ~~B. Social Security benefits for parents and child(ren) must be counted as income.~~
- ~~C. If a parent receives Supplemental Security Income (SSI), it should be counted as income. If a child(ren) receives SSI, the SSI for the child(ren) should not be counted as income.~~
- ~~D. Income earned by an adult living in the home, not married to the applicant but who is the biological parent of the child for whom services are being requested, should be counted. Income or work status earned by another adult residing in the home with the applicant to whom the applicant is not married, should not be counted. Do not include these individuals in determining the size of the household unless they are the biological parents of the child(ren) for whom application for service is being made.~~
- ~~E. i. All parents must comply with Child Support Enforcement requirements in order to receive a child care certificate(s). A Verification for Child Support Services Form should be mailed to parents as part of the Child Care Payment Program Application packet. Parents must complete the Verification Form and return it to DECCD as part of the completed application. In the case of TANF and TCC clients, information needed for this verification is provided in the referral made by the TANF/TCC Caseworker.~~
- ~~ii. All single or separated parents who do not currently have an open child support case must contact the MDHS County Child Support Office for an appointment to open a case(s) or to request a statement that the child or children are exempt and the parent is excused from cooperating. Married parents are not required to go through the MDHS, Division of Child Support Enforcement. This includes parents who have an existing order for child support issued by a judge.~~
- ~~iii. MDHS, Division of Child Support Enforcement may provide exemptions based upon Claims of Good Cause such as, but not limited to:~~

- a. ~~The noncustodial parent has caused physical and/or emotional harm to the child.~~
- b. ~~Physical and/or emotional harm caused by the noncustodial parent to the relative caring for the child limiting the custodial parent's ability to care for the child.~~
- e. ~~A child conceived as a result of incest or rape.~~
- d. ~~Pending legal adoption proceedings.~~
- e. ~~A public or private social services agency assisting you, the custodial parent, to decide whether to keep the child or to release the child for adoption.~~

iv. ~~When the completed Verification for Child Support Form is received by DECCD, the following steps will occur:~~

- a. ~~If the parent has checked yes in the first column, indicating that they have a Child Support case through DHS, pull up the Child Support website,~~
- b. ~~Search by parent's Social Security Number,~~
- e. ~~Click select and pull up and print the parent's information, including payments,~~
- d. ~~Attach the printout to the application and use the amount when calculating income and co-payment for the parent,~~
- e. ~~At annual re-certification, repeat step iii above.~~

F. ~~Any parent enrolled full time in high school or in a GED program may make an application in his/her own name, as a family unit separate from his/her parent. If the teen parent is living with his/her parent(s), the parent of the teen must meet the work requirements; however, the teen's parents' income should not be considered. If a teen parent lives in the home with her parent(s) or guardian, then the parent(s) or guardian of a teen parent under the age of 18 must sign the certificate and forms along with the teen parent.~~

G. ~~No adult living in the home with the child may be paid for child care. The biological parent of a child shall not be reimbursed for providing child care for his/her own child(ren) regardless of the location of their residence.~~

~~(3) Documents Required for Eligibility Determination~~

~~A. Income Documents:~~

- i. ~~Two paycheck stubs from within the past 30 days. If paid once a month, only one check stub is required.~~

- ii. ~~If a new job, the employer's letter on employer's company letterhead or employer's notarized statement verifying employment, income, rate of pay and number of hours worked. Actual check stubs must be submitted within 30 days.~~
- iii. ~~Parents paid in cash should obtain a certified letter from the employer on company letterhead or employer's notarized statement verifying employment, income, rate of pay and number of hours worked.~~
- iv. ~~Parents employed by temporary agencies may be certified with an original letter from an employer on company letterhead verifying employment, rate of pay, and number of hours worked. The letter of employment must be followed up with check stubs within 30 days.~~
- v. ~~Copy of Estimated Quarterly Tax Report if self employed, or another form of income documentation approved by DECCD. The other acceptable form of income documentation includes a Federal 1040 Tax Form including the Profit or Loss Statement (Schedule C). DECCD will use the Total Sales and Receipts amount located on the Profit/Loss Statement to determine if the work requirement has been met. DECCD will use the amount located on line 22 of the Federal 1040 Tax Form to determine income eligibility.~~
- vi. ~~The Work Number, an automated service is an option for income and employment verification. This service is an acceptable source for documenting employment and income. THE WORK NUMBER can be used instead of the employer's notarized statement or information on the employer's letterhead. Therefore, copies of check stubs are NO LONGER required to be submitted for those parents whose employment uses The Work Number Service. THE WORK NUMBER'S website is www.theworknumber.com, e-mail address is govinfo@theworknumber.com or 1 800 660 3399.~~

~~B. Educational Documents:~~

- i. ~~Parents enrolled in an approved educational program must provide enrollment documentation in the form of a letter from the institution's registrar confirming current full time enrollment. GED classes should be handled the same as any other approved educational training.~~

~~C. Additional Required Documentation:~~

- i. ~~Long Form Birth Certificate — A 90-day grace period shall be allowed to receive the birth certificate for a newborn. A 30-day grace period shall be allowed for all other children.~~

- ii. ~~Verification of social security numbers can be obtained from a copy of the social security card, the Form 121 Certificate of Immunization issued by the Mississippi Department of Health, or other official document showing the child's and/or a parent's name and social security number.~~

- iii. ~~DECCD must provide a statement that makes it clear to CCPP applicants that the provision of a Social Security Number is voluntary and that benefits will not be denied or withheld for the failure to furnish a Social Security Number. Instructions will be given to parents explaining how the Social Security Number will be used if provided, in order to encourage applicants who choose to provide them (e.g. to identify individuals with the same name).~~

- iv. ~~If it is necessary for parents to supply additional documentation of proof of residence, the parent must supply a current driver's license or state issued I.D. and a current bank statement, cell phone bill, utility bill or cable bill. The addresses on the driver's license, I.D. and bank statement/bill must match and corroborate the address of residence supplied to DECCD.~~

~~(4) Requirements for a Disabled Parent~~

- A. ~~If a two-parent family applies for assistance and one parent is working and the other has a disability and is unable to care for the child(ren) as a result, child care can be provided if a written statement is submitted by a physician stating the nature of the disability and that the parent is unable to care for the child(ren).~~
- B. ~~If a single parent has a disability and has a physician's statement stating the nature of the disability and that the parent is unable to care for the child(ren), the application should be made in the responsible guardian's name. The responsible guardian is the person responsible for the parent's affairs; the guardian must meet the work requirement. The disabled parent's Supplemental Security Income should be used to calculate the co-payment fee.~~
- C. ~~If a single parent is disabled and there is no guardian, the application should be in the single parent's name. Child care can be provided if a written statement is submitted by a physician stating the nature of the disability and that the parent is unable to care for the child(ren).~~
- D. ~~If the guardian with whom the child(ren) reside(s) has a disability, child care can be provided if a written statement is submitted by a physician stating the nature of the disability and that the guardian is unable to care for the child(ren). Verification of cooperation with Child Support Enforcement is required if the biological parents are not deceased.~~

~~(5) Parents enlisted in the United States Military and Deployed~~

~~responsible guardian's income should not be counted but the responsible guardian must meet the 25 hours per week work requirement, unless they are 65 years of age or can provide proof that they have retired from full time employment.~~

~~(6) Pell Grants~~

~~Pell Grants should not be considered as income when determining eligibility. Pell Grant funds and child care subsidy payments can be used simultaneously for child care services.~~

~~**102.06 RE-DETERMINATION**~~

- (1) ~~Re-Determination of working parent's eligibility is to be re-established during the CCPP year in the months of February, March, April, and May. DECCD will send a letter to~~

~~parent(s) requesting check stubs or other verification of employment and request verification of household/marital status. If the CCPP Application Packet is not returned by the due date indicated, a second notice should be mailed certified return receipt requested. If the mail has been returned undeliverable, the child care provider should be notified. Failure to comply with Re-Determination procedures shall result in termination of certificates.~~

- ~~(2) Re-Determination of parent's eligibility for those enrolled in an approved educational program is determined every semester or quarter. Documentation for redetermination will include proof of school enrollment (if not currently on file), proof of employment, proof of household size and location, and proof of income. Failure to comply with Re-Determination procedures shall result in termination of certificates.~~
- ~~(3) When income is recalculated and there is a change in a co-payment fee, a notice is sent to the parent and the provider. The updated co-payment fee is effective on the first day of the month following the month of re-determination. If income increases beyond 85 percent of the State Median Income, child care will be terminated, giving a two week notice. If the parent is no longer working, child care will be terminated, giving a two-week notice to the child care provider. If the parent has been temporarily laid off or has lost a job for other reasons, child care will not be terminated until 60 days after the last work day, giving the parent time to be reinstated in their job or to search for a job, provided the parent notified DECCD of loss of employment within 10 days of the event.~~

SECTION 103: CO-PAYMENT FEES

103.01 DETERMINING CO-PAYMENT FEES

- (1) ~~TANF parents are not assessed a co-payment fee. For all other parents, co-payment fees are determined based upon the parent's family size and income according to the CCDF Child Care Monthly Co-payment Fee Scale for Parents.~~
- (2) ~~Co-payment fees are redetermined when there is a change in the parent's income or household size, or during annual redetermination of eligibility. The updated co-payment fee is effective on the first day of the month following the month of re-determination.~~

103.02 ASSESSING CO-PAYMENT FEES PER CHILD

- (1) ~~If a parent has one child receiving full-time child care services, the total co-payment fee should be placed on that child's certificate. If a parent has one child receiving part-time child care services, only half of the total co-payment fee should be placed on the child's certificate.~~
- (2) ~~If one child is in full-day care and part-day care during the same month, the fee should be assessed on the majority of the type of care provided. For example, if a child is served 16 part-time days and five full-time days, the part-time co-payment fee would be assessed for the month.~~
- (3) ~~If a parent has more than one child receiving full-time service, the total co-payment fee is divided equally among the number of children receiving care. If two or more children are receiving part-time services, one-half of the divided fee should be placed on each certificate. If a parent has children receiving before/after child care and holiday/summer child care, a full co-payment fee and a half co-payment fee are placed on each certificate and the appropriate fee is deducted during the payment cycle.~~
- (4) ~~Exceptions:~~
 - A. ~~If a parent has two children, one who is receiving full-year, full-time child care and one being added for holiday/summer child care only, the co-payment fee for the full-year, full-time care will remain the same. The parent is assessed an additional \$10.00 fee for the child receiving holiday/summer child care.~~
 - B. ~~If a parent has two or more children receiving full-year, full-time child care and one child receiving holiday/summer care only, the total co-payment fee is divided equally among the children attending full-time. The parent is not assessed a co-payment fee for the child receiving holiday/summer child care.~~
 - C. ~~Parents assessed a minimum co-payment fee are:~~

- i. ~~Foster Children~~

- ii. ~~Children in Protective/Preventive Service~~
- iii. ~~Special Needs Children — Special Needs status must be documented. — If there are other children in the family who are receiving child care services, the fee will be \$10 or the child's prorated share of the family's co-payment fee, whichever is less. — Services for children with Special Needs will continue until the child reaches 18 years of age.~~

~~103.03 NON-PAYMENT OF CO-PAYMENT FEES~~

~~Co-payment fees are to be paid during the current month directly to the provider according to payment arrangements established by the provider and parent. — Providers must maintain proof of collection of co-payment fees, identified separately from tuition overage payments made by parents. — Providers must provide proof of co-payment fees to parents in the form of a receipt including the parent's name, date and amount of payment, center name, if applicable, and the child care provider's name and signature. — If a parent fails to pay the co-payment fee prior to the end of the month, the provider is required to notify DECCD. — Non-payment of co-payment fees may result in termination of the parent from CCPP. — If the parent requests a change in child care provider with an outstanding balance of co-payment fees to the current provider, the parent must pay all co-payment fees before a new certificate is issued. — It is the responsibility of the provider to report non-payment of co-payment fees to DECCD. — The provider may not charge parents any cost over the assigned co-payment fee unless the cost for child care to the general public is higher than the amount paid by the certificate program.~~

~~103.04 CO-PAYMENT RECOUPMENT/REPAYMENT~~

- (1) ~~— If a parent's fee was assessed at a rate higher than the correct fee and the parent has made payment to the provider, — the parent is to be reimbursed by the provider for the difference for each month paid. — The correct fee is to be noted on the certificate and a notice of the change forwarded to the provider and the parent.~~

~~If a parent's fee was assessed at a rate lower than the correct fee, the parent — is responsible for reimbursing the provider for the difference between the corrected co-payment amount and the incorrect co-payment amount that was paid.~~

~~103.05 PRORATING CO-PAYMENT FEES~~

~~The assessed co-payment fee reflects a monthly rate regardless of attendance. — If a child is enrolled between the 1st and 15th of the month, the full monthly co-payment fee is assessed for the first month of service. — If the child is enrolled between the 16th and last day of the month, one half of the monthly co-payment fee is assessed for the first month of service. — If a parent desires to change a provider during the month, it is the parent's responsibility to pay the appropriate co-payment fee to any subsequent providers.~~

SECTION 104: MISSISSIPPI eCHILDCARE

~~Mississippi eChildcare is a technology-based method of issuing payments to child care providers and tracking child attendance. Licensed child care facilities and their enrolled families will utilize Point of Service (POS) machines to track child attendance. Unlicensed providers and their enrolled families will utilize a telephone-based Interactive Voice Response (IVR) system to track child attendance. All providers will have access to the Mississippi eChildcare Portal to login and gain access to information related to authorized certificates assigned to their provider number. The following policies describe the Mississippi eChildcare requirements and processes for parents and child care providers.~~

104.01 DESCRIPTION OF POS AND IVR USE

- ~~(1.) The Mississippi eChildcare Program is a system used to track child attendance for children receiving subsidy funds from the Mississippi Child Care Payment Program. Payments are made to approved providers based on the information entered into the POS or IVR and other policies stated in this document. For licensed providers this system involves the use of a finger scan by a parent or household designee to document attendance at the child care facility on a daily basis. For unlicensed providers, this system involves the use of a land-line telephone system by a parent or household designee to document attendance at the child care facility on a daily basis. Parents or household designees can enter the current day's attendance, or enter previous check-in/out times for up to seven days, the current day and six previous days. The system is designed to accommodate these actions, but timely and accurate payment occurs when attendance is entered daily.~~
- ~~(2.) Each family case can have up to five finger scans, the parent is the primary scan and they may select up to four household designees that have the authority and responsibility to comply with POS and IVR processes daily. Parents are responsible for all actions in the POS and IVR, even if those actions were taken by a household designee. No employee of the child care center or the individual child care provider can be a household designee for any child attending their program.~~
- ~~(3.) Clients and their designees are responsible for recording the actual times and dates their child attends by either scanning their finger image into the POS machine or by using the IVR system.
 - ~~i. If the client or designee receives a denial message, the provider shall charge the client for that day of care. If it is later determined that the denial was in error, the provider shall reimburse the client for any payments made for care as a result of the denial message.~~
 - ~~ii. Providers shall monitor the POS machines and/or the Provider Portal to ensure correct attendance times and dates have been entered by the client. If the client makes an error, the provider shall void the transaction and ask the parent to enter the correct time and date of attendance.~~~~

- iii. ~~When clients fail to enter attendance for a day that care was provided, record incorrect times, or receive a denial message, the system will allow the client to enter a previous check in/out for the current day and the previous six days.~~

104.02 CLIENT RESPONSIBILITIES FOR RECORDING CHILD ATTENDANCE

The following policies describe the role and responsibility of clients with authorized certificates from the Mississippi Child Care Payment Program:

- (1.) ~~All clients and their selected Household Designees are required to view the Mississippi eChildCare training video for either the POS or the IVR, depending on the type of child care provider selected. Training videos are available on DECCD's website, MDHS county offices, and at Mississippi Child Care Resource and Referral sites across the State.~~
- (2.) ~~All clients are responsible for identifying up to four Household Designees that will be allowed to check the child(ren) in and out of care daily. Parents are ultimately responsible for ensuring attendance is recorded at the provider site. Parents will enter the legal names of their selected household designees by logging into the Child Care Payment Program website upon completion of their training.~~
- (3.) ~~All clients and household designees utilizing a licensed child care facility are responsible for having their finger scanned into the Mississippi eChildcare system.~~
- (4.) ~~All clients are responsible for using the POS/IVR daily to record check in and out times at the provider location within seven days the current day plus the previous six days. DECCD will only pay for recorded check ins and outs. If a client fails to use the POS/IVR to check the child in or out they are responsible for full payment to the provider for that day.~~
- (5.) ~~All clients are responsible for checking the POS/IVR message after each check in or out to determine if it is approved, denied, or pending. If the check in/out is denied or pending, the client is responsible for reporting the problem to the child care provider immediately.~~
- (6.) ~~All clients are responsible for maintaining the security of their personal identification number (PIN). This number should not be shared with the child care provider.~~
- (7.) ~~DECCD will not pay if one or more of the following occurs:~~
 - i. ~~The child is absent and has exceeded the maximum number of allowed absence days.~~

- ii. ~~When a POS machine is used to record child attendance, parents must record child absences in order for providers to be paid for the allowed paid absence days. Parents are responsible for payment to providers for any absences not paid by DECCD for this reason.~~

104.03 PROVIDER RESPONSIBILITIES FOR MISSISSIPPI ECHILDCARE

The following policies describe the role and responsibilities of child care providers approved by the Mississippi Child Care Payment Program:

-
- (1.) ~~Providers shall never be in possession of the child's PIN number, or use the client's PIN number to record attendance.~~
 - (2.) ~~Providers shall never move the POS machine to another location without receiving prior written approval from DECCD.~~
 - (3.) ~~Providers shall require clients to enter attendance as care is used.~~
 - (4.) ~~Providers shall never ask or require a client to enter attendance for a day the child does not attend.~~
 - (5.) ~~Providers shall maintain all sign in/out sheets required for monitoring as described in Section 105.01 of this document.~~
 - (6.) ~~Providers shall ensure that all attendance submitted is correct and void any incorrect transactions within the seven day limit the current day and six previous days.~~
 - (7.) ~~DECCD will not pay/adjust underpayment to providers if one or more of the following occurs:~~

-
- i. ~~The provider failed to report any errors on the child's certificate that would cause payment to calculate incorrectly within 10 days of issuance of the certificate copy to the provider. Any errors must be reported using the Provider Request for Child Information Correction Form (Appendix Q). This form may be found on the DECCD website. Licensed and Unlicensed Providers must submit this form to CCPayment@mdhs.ms.gov. Slot contractors must submit this form to Slot.Contractor@mdhs.ms.gov.~~
 - ii. ~~The provider failed to report an error with a payment using the Provider Report of Underpayment Form within 10 days of issuance of payment to the provider.~~
-

~~SECTION 105: PAYMENTS TO PROVIDERS FOR CHILD CARE SERVICES~~

~~105.01 SIGN-IN/OUT SHEETS~~

~~Providers are required to maintain a record of accurate attendance and absences on sign in/out sheets and on daily class rolls for each child in order to document attendance. The sign in/out sheets must show the child's first and last name, the full name of the parent/guardian or parent's authorized representative, the time the child is signed in with the signature of the person signing the child in, and the time the child is signed out with the signature of the person signing the child out each day. If sign in/out sheets are not maintained and made available upon request and/or for Monitoring processes, or do not follow the policies described above, funds issued based on missing/erroneous information shall be recouped by DECCD. Unlicensed providers are not exempt from this policy.~~

~~105.02 PAYMENTS~~

- ~~(1.) Payments for child care services are made to providers in accordance with the policies described in this document.~~
- ~~(2.) DECCD makes bi-monthly payments to providers for child care services provided through a direct deposit process.~~
- ~~(3.) The payment week begins every Sunday at 12:01 a.m. and ends every Saturday at midnight.~~
- ~~(4.) Licensed providers shall receive one POS machine for every 50 children enrolled in their program with an authorized child care certificate. These machines will be installed within ten days of the approved provider reporting enrollment of a child with an authorized certificate at their center. No provider will receive a POS machine while seeking approval by the Mississippi Child Care Payment Program.~~
- ~~(5.) Adjustments are made when an overpayment or underpayment occurs.
 - ~~i. An underpayment is the result of error by DECCD, or other MDHS Divisions making referrals for care. Once the error has been identified, funds will be disbursed with the next regularly scheduled payment to the provider.
 - ~~A. Providers must report errors in their payment to DECCD using a Report of Underpayment form within ten days of receipt of incorrect payment. No payment adjustments will be processed if received after this deadline has passed.~~
 - ~~C. If the client's attempts to enter attendance were denied in error, or incorrect rates were applied due to an error in eligibility information, DECCD will make a manual adjustment upon receipt of the Report of Underpayment form.~~~~~~

~~ii. Overpayments are the result of error by DECCD, clients, or providers. Payment plans will be instituted so that funds are deducted from future payments made to the provider.~~

~~A. Payment plans will not exceed 12 months, unless approved by the Director of DECCD.~~

~~B. If a child care provider is debarred or suspended from participation in the Mississippi Child Care Payment Program before an overpayment is recouped in full, all future payments will be withheld in their entirety and applied to the outstanding balance.~~

~~(6.) Payments will not be issued for care provided prior to a provider's approval with DECCD, or prior to the issuance of a certificate to a child.~~

~~105.03 CONDITIONS OF PAYMENT~~

~~(1) Providers are not allowed to charge a higher rate to families in the certificate program than the rate charged to the general public.~~

~~(2) A. If the child care center's policy states that a program stipend will be provided to non-certificate children, the provider must document the amount and the source of funds for each child on a monthly basis. Parent co-payment fees cannot be used as children's stipends. This documentation must be in hard copy such as check stubs receipts, etc., that will show Mississippi Department of Human Services auditors a clear paper trail of cash infusion from non-tuition sources and non-child-care-certificate monies sufficient to cover the full amount of tuition without any stipends.~~

~~B. Parents (including TANF workers) employed at a licensed center or group home may be eligible for a child care certificate providing that they do not care for their own child(ren). Nor can the child(ren) be included in a group assigned to the biological parent to maintain the adult/child ratio required by the Mississippi State Department of Health, Division of Child Care Licensure.~~

~~C. Rates of reimbursement are assigned on a certificate based on the provider type (licensed or unlicensed), age of child, and Tier level. A full-time rate may be charged for non-traditional child care. Non-traditional child care is appropriate when a parent requires full-time child care in lieu of before and after school care.~~

~~D. School aged children and children who attend other programs such as Head Start will be reimbursed at the part-time rate for absences during vacation and holidays except during times when it is documented that the child(ren) attended the licensed child care center for the full day because the school was not open or for out-of-school suspension during the school year. Full time reimbursement will be issued for full time care provided by licensed centers when the primary school setting is closed or for out-of-school suspension.~~

- ~~E. — Providers will be reimbursed at a part time rate for any day in which a school age child or child with a full time/part time certificate is present for a full day of care while their primary school setting is open. —~~
- ~~F. — Summer child care for school aged children will be reimbursed at the full time rate for absentees, vacation, and holidays. —~~
- ~~G. — If at any time during a CCPP year, a provider changes Tier reimbursement status, changes will be adjusted in the system to allow for future reimbursement at the appropriate rate. —~~
 - ~~i. — If it becomes necessary for the Tier 1 eligible director to be absent for leave, DECCD must be notified within 10 days. — DECCD will determine on a case by case basis if Tier 1 reimbursement will continue during leave. —~~
- ~~H. — Full time certificate payments for school age children may not be issued to students enrolled in grades one through twelve unless full time care is needed during non-traditional hours and/or the primary school setting is closed. —~~
- ~~I. — Full time certificate payments may be issued for 3 and 4 year olds enrolled in public or private pre-kindergarten programs where tuition is assessed. — Certificates will expire on a child's 5th birthday. — Families who continue to meet eligibility criteria may apply to continue services until the child is 12 years of age, or 18 years of age if a special needs child. Additionally, 5 year old children whose parent(s) elect not to enroll their child(ren) in a public kindergarten program may receive full time certificate funds until they reach the age of 6(six), which is the compulsory age for school attendance in the state of Mississippi. —~~

~~105.04 ABSENTEES AND NOTICE~~

- ~~(1) — If a child is repeatedly absent Due to a chronic illness, DECCD shall be notified by a letter from the child's physician describing the likelihood of repeated absence. — DECCD will make a notation in the system, and will pay licensed providers for absences that are reported due to chronic illness. — Parents are responsible for paying their determined co-payment amount in full even if the child does not attend due to chronic illness. —~~
- ~~(2) — In the case of court ordered visitation, DECCD must be notified and a copy of the visitation order of the court must be kept on file by the provider. — Any days a child is absent due to court ordered visitation will not count towards a child's paid absence day allotment of 15 days per program year. — Parents are responsible for paying their determined co-payment amount in full even if the child does not attend due to court ordered visitation. —~~

- ~~(3) The Child Care Payment Program will provide a two-week notice for the termination of all certificates issued to licensed providers, except in the instance of substantiated provider fraud.~~

- ~~(4) A child care center must remain open on days when children are taken on field trips or any other day outside of the approved holiday list provided by DECED for any children who cannot attend the field trips or need child care during holidays, etc.~~

- ~~(5) Clients utilizing licensed facilities shall enter in attendances. The absence of a matched check in/out will result in non-payment to the provider for all days in which this occurs. Unlicensed providers are paid for attendance only. Clients utilizing unlicensed providers do not have to use the IVR to record absences.~~

SECTION 106: INTERRUPTION OF CHILD CARE SERVICES

106.01 ALLOWABLE LEAVE TIME FOR PARENTS

- ~~(1) — Parents who lose or change jobs are allowed a 60 day grace period from the last date of employment before child care services are terminated in order to give the parent time to be reinstated in their job, providing that a Change of Information form is submitted to DECCD within 10 working days of the change in employment. During this 60 day period, the parent is required to submit new eligibility documentation and be redetermined eligible for services. Failure to notify DECCD within 10 days of the change in employment or submit acceptable eligibility documentation shall result in the termination of services.~~
- ~~(2) — Temporary Job Closings — Workers temporarily unemployed due to the nature of their work may include but are not limited to workers employed in construction, factories, or poultry and catfish processing plants. Extensions beyond the approved 60 days must gain approval from DECCD on a case-by-case basis.~~
- ~~(3) — Natural Disaster — Child care services should be continued when parents are off work due to circumstances beyond the parent's control such as hurricanes, floods, and tornado. Licensed child care providers shall be reimbursed when the center is closed temporarily due to a natural disaster for up to 10 business days per occurrence unless the parent needs to make alternate care arrangements. Unlicensed centers shall be reimbursed for actual attendance only.~~
- ~~(4) — A pregnant mother is allowed six weeks of child care assistance during maternity leave. Documentation from a physician of the maternity leave must be included in the parent's file. If more leave time is required due to medical reasons, a physician's statement must be submitted to DECCD. The parent must provide new eligibility documentation once she returns to work. Failure to submit acceptable eligibility documentation shall result in the termination of services.~~
- ~~(5) — Fathers are allowed six weeks of child care assistance related to the birth of a child, if the employer/educational institution approves the leave time. Documentation in the form of a letter on the employer/educational letterhead allowing the leave of absence for this reason must be submitted to DECCD.~~
- ~~(6) — Parent(s) are allowed six weeks of child care assistance in cases of adoption of a new child or when a Foster Child is placed in the home, if the employer/educational institution approves the leave time. Documentation in the form of a letter on the employer/educational letterhead allowing the leave of absence for this reason must be submitted to DECCD.~~
- ~~(7) — Parent(s) are allowed up to thirty days of sick leave from their job if documented by their employer and physician. Extenuating circumstances in which additional time is required will be handled on a case-by-case basis.~~
- ~~(8) — A child is allowed 15 paid absence days per federal fiscal year (beginning October 1—~~

~~September 30). Absences related to court-ordered visitations, chronic illness, and medical treatment for children with special needs are not counted as vacation days as long as documentation of these circumstances is on file with DECCD.~~

~~(9) DECCD will pay for up to 11 holidays for the period beginning October 1 through September 30. If the Governor allows days in addition to the list below in observance of a holiday, providers will be notified that they are also allowed these extra days. If the identified holiday falls on a weekend, the DECCD Director will designate weekdays to observe the holiday at their discretion.~~

~~(10.) **Approved paid holidays for licensed providers:**~~

~~January 1 New Year's Day~~

~~The Third Monday of January Robert E. Lee's Birthday and Dr. Martin Luther King, Jr.'s Birthday~~

~~Spring (date varies annually) Good Friday~~

~~The Last Monday of May National Memorial Day and Jefferson Davis's Birthday~~

~~July 4 Independence Day~~

~~The First Monday of September Labor Day~~

~~November Thanksgiving Day & the Friday after~~

~~December 24 Christmas Eve~~

~~December 25 Christmas Day~~

~~December 31 New Year's Eve~~

~~**106.02 REASONS FOR TERMINATION**~~

~~(1) TANF, TCC, Foster Children and Children in Preventive/Protective Services, and participants of Health Homes Mississippi are referred for services by a MDHS Case Manager/HHM Family Support Worker. Services shall be terminated upon notification by the Case Manager for TANF clients and Children in Foster, Preventive/Protective Services. Clients receiving TCC and participating in Healthy Homes Mississippi shall be terminated upon notice from a MDHS Division of Economic Assistance caseworker, HHM Family Support Worker, or when found to be out of compliance with requirements of the MDHS Division of Child Support Enforcement, when applicable.~~

- ~~(3) — Non-payment of co-payment fees shall result in suspension from the Child Care Payment Program for a one-year period.~~
- ~~(4) — A child care certificate may be terminated upon the request of the parent, or by DECCD in accordance with CCPP policy.~~
- ~~(5) — Child care services will be terminated when a child grows older than the age requirements.~~
- ~~(6) — If at any time a parent provides fraudulent information, child care services are immediately terminated and the client is ineligible to reapply for a one-year period. DECCD may elect to permanently disbar parents from participation in CCPP in accordance with Section 108.01(1) of this document.~~

106.03 CHANGE IN PROVIDER

- ~~(1) — Parents are allowed to change providers when the current provider is no longer preferred. Parents must request a change in provider from DECCD prior to withdrawing the child, unless under emergency circumstances. The parent(s) shall give at least two weeks prior notice to the current provider before withdrawing the child from the center unless there are extenuating circumstances. While parents have the right to exercise parental choice in selecting a child care provider, certificates will not be issued to a provider until they have met all requirements to become a CCPP approved provider. Parents must select a CCPP approved provider. No payments will be issued for care provided while a provider is seeking to become an approved provider.~~

Section 107 DISPUTES

107.01 PARENTAL AND PROVIDER DISPUTES

~~(1) — Any unresolved dispute concerning a question of fact under the Application/Agreement between DECCD and Parent or Provider shall be decided by the Director of the Division of Early Childhood Care and Development. In the review by the DECCD Director the Parent or Provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review. This decision shall be reduced to writing and a copy thereof mailed or furnished to the Parent or Provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the Parent or Provider mails or delivers to the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director or his/her designee, DECCD will proceed in accordance with the decision of the Director of the Division of Early Childhood Care and Development. In addition, listed below are the procedures to be used when an Administrative Hearing for a Child Care Dispute is desired:~~

~~A. — A Parent or Provider may not request a hearing on behalf of another individual or to discuss decisions regarding another person. —~~

~~B. — If an Administrative Hearing is desired, a written request for the Hearing must be submitted to the Director of the Division of Early Childhood Care and Development. If requested, an Administrative Hearing will be held with the Director of the Division of Early Childhood Care and Development serving as the Hearing Officer.~~

~~C. — The Hearing Officer will be a neutral observer who will conduct the Hearing. The Hearing Officer will listen to both sides and then make a decision based upon the evidence that is provided.~~

~~D. — This is an informal proceeding that gives both parties their due process rights and a forum to provide evidence. This is not an adverse process. Questions are to be asked only for clarification. If a party has legal representation, the attorney is there only to give legal advice to his/her client and not for direct or cross examination.~~

SECTION 108: FRAUD AND ABUSE

This section outlines the policies and procedures for handling alleged and/or substantiated fraud and exploitation in the Child Care Payment Program by a parent and/or provider.

108.01 POLICY STATEMENT

Any person applying for or receiving public assistance by using false statements, and any person assisting that person to receive such public assistance with knowledge of those false statements, is subject to criminal prosecution. The offense may be a misdemeanor when the amount received or requested is below \$500 or a felony if the amount received or requested is above \$500. If a child care center knowingly provides false information, a financial penalty will be imposed. Whether or not a criminal conviction results, at the first offense, recoupment will be made and the center may be disqualified from participating in the Child Care Payment Program, contingent upon whether the deception is intentional or unintentional.

108.02 SUSPECTED FRAUD OR ABUSE OF FUNDS

- (1) DECCD staff will not attempt to resolve any suspicion of parent and/or provider fraud or misuse of funds. DECCD staff will collect any documentation to support an investigation of suspected fraud or misuse of funds. This documentation shall be referred directly to the Director of the MDHS Division of Early Childhood Care and Development for referral to the MDHS, Division of Program Integrity (DPI) for investigation. DECCD staff will not alert the parent and/or provider of any suspicion of fraud or misuse of funds while an investigation is pending. Funding may continue during the investigation.
- (2) in the event that fraud is substantiated in a licensed child care facility, DECCD will assist the parent(s) with locating an alternative child care facility or home without an interruption in child care services unless the parent(s) chooses to keep their child(ren) at the center and forfeit the CCPP funding. In this situation, a notarized statement of fact from the parent(s) must be retained by DECCD. If it is determined that fraud was committed by a parent, the provider will be allowed two weeks' notice of termination.

108.03 RECOUPMENT OF FUNDS

- (1) The MDHS, Division of Program Integrity (DPI) shall employ the required steps to recoup or attempt to recoup funds paid for ineligible services because of suspected parent or provider fraud or misuse of funds when unable to resolve otherwise. The steps include, but are not limited to:
 - A. A letter outlining the DECCD policy violated, the total amount of funds to be repaid, the legal action to be pursued if the parent or facility owner fails to cooperate, and a response time frame of 15 calendar days; the letter and the report

~~shall be sent to the alleged offender by certified mail; a copy shall be retained by DPI and the Director of DECCD;~~

- ~~B. After the DPI completes an investigation of alleged fraud and/or misuse of funds, if applicable, criminal charges shall be filed with the appropriate local law enforcement agency, when fraud is substantiated.~~
- ~~C. When fraud is substantiated and criminal charges are filed with the local law enforcement agency, funds shall be recovered through restitution ordered by the court. Checks issued by the court for restitution shall be made payable to Treasurer, State of Mississippi and mailed directly to the MDHS, DPI.~~
- ~~D. The MDHS, DPI staff shall track receipt of checks issued for payment of restitution on a case-by-case basis until all funds have been recovered.~~

~~108.04 FINAL DISPOSITION FOR ACTION~~

~~A copy of any final judgment issued by the Court shall be forwarded directly to the MDHS, DPI and a copy of the final judgment will be provided to DECCD by the MDHS, DPI.~~

SECTION 109: MONITORING

109.01 MONITORING PROCEDURE

- (1) ~~DECCD will monitor a selection of licensed and unlicensed providers participating in the certificate program at least once annually. DECCD will select centers whose records indicate a need for technical assistance, for example, perfect attendance submitted for each child each month. According to MDHS Subgrantee Manual, DECCD staff may conduct monitoring visits un-announced. DECCD will not monitor any fiscal or children's files without the director or an approved supervisor staff person in attendance. Only necessary documentation should be requested from the parent and provider.~~

- (2) ~~Monitoring visits will include a review of the following records:-~~
 - A. ~~Licensed and unlicensed providers must maintain a daily attendance roster (sign in/out sheets) for each child in accordance with Section 104.01(1) of this document.~~

 - B. ~~The attendance recorded on the provider's sign in and out sheets will be compared to the attendance reported to DECCD. All documentation related to child attendance will be reviewed.~~

 - C. ~~The center's published rates charged to the general public will be compared to the rates requested and received on each certificate.~~

 - D. ~~Verify the payment of co-payment fees. Both licensed and unlicensed providers are required to maintain receipts for payment of monthly co-payment fees.~~

 - E. ~~A copy of the center's license, if applicable, will be requested if a current copy is not on file with DECCD.~~

 - F. ~~Records will be reviewed to verify that the center has retained a copy of the Center's Statement of Agreement.~~

 - G. ~~The center will be monitored to make sure that the hours of operation meet the needs of the full-time working parents plus travel time. The center must be open at least five (5) days per week.~~

 - H. ~~The attendance will be checked to ensure that the provider is not receiving more (CCDF and TANF) certificates than its' licensed or allowed capacity at any given time (for example, non-traditional shifts, and before and after school). If it is determined during the monitoring visit that the attendance exceeds the provider's~~

~~licensed or allowed capacity, then the situation will be reported to the Mississippi State Department of Health, Child Care Licensure and DECCD. Attendance in excess of licensed or allowed capacity is considered fraudulent and shall result in a recoupment of funds issued for certificates in excess of licensed or allowed capacity.~~

- ~~I. Unlicensed providers must provide copies of immunization records (Form 121 Certificate of Immunization issued by the Mississippi Department of Health) for providers and all children enrolled in care.~~
 - ~~J. Per the Center Statement of Agreement, all child care providers are notified that monitoring may be announced or unannounced. Refusal to cooperate in the monitoring process shall result in a financial penalty.~~
- 3) ~~A. If a center is not accurately recording attendance or is charging different rates, the center will receive a letter concerning the finding(s). Any overpayments that occurred because of these two situations shall be recouped by DECCD.~~
- ~~B. A center with findings may be monitored again, by either announced or unannounced visits. If the center is still in non-compliance under the original finding(s), a copy of all correspondence regarding the matter shall be forwarded to DECCD and processes for Suspension or Debarment described in this document will be engaged.~~

~~109.02 SUSPENSION, DEBARMENT, AND PENALTIES~~

- ~~(1) If a parent commits fraud or abuse, suspension or debarment will occur in addition to any financial penalties/recoupments necessary. During suspension, a parent may not apply for or receive CCPP funding until the date indicated on the Notice of Suspension.~~
- ~~(2) If a provider commits fraud or abuse, suspension or debarment will occur in addition to any financial penalties/recoupments necessary. During suspension, or upon debarment, a provider may not hold any administrative position in a facility or home in which CCPP subsidies are received. This includes any position responsible for the recording or tracking of enrollment and attendance as well as the completing and reporting of family/child status and/or enrollment and attendance to CCPP.~~
- ~~(3.) Penalties shall be assessed of the provider if any of the following occur:
 - ~~i. The provider is in possession of a client's PIN number.~~
 - ~~ii. The provider uses a client's PIN number in the IVR process.~~
 - ~~iii. The provider requests a parent submit attendance for days the child was not in care.~~~~

~~iv. The provider submits attendance through the use of a POS or IVR system.~~

~~(4.) When DPI determines that any of the previous scenarios have occurred, the following penalties shall be assessed in addition to the recoupment of the full amount issued to the provider as a result of the fraudulent activity:—~~

~~—— i. The first violation shall result in a penalty of 10% of the total overpayment.~~

~~—— ii. The second violation shall result in a penalty of 20% of the total overpayment.~~

~~—— iii. The third violation shall result in a penalty of 30% of the total overpayment and debarment from participation in the Mississippi Child Care Payment Program.—~~

~~—~~

~~(5.) Penalties will be collected in accordance with the processes described in Section 105.02(2) of this document.~~

Source: ~~Miss Code Ann. § 43-1-2 (Rev. 2009)~~

GLOSSARY OF TERMS

This section contains the definition of key words or phrases and clarifies the terms as they relate to this manual.

ADULT— A person who has reached the age of majority (at least 18 years of age).

ATTENDING (EDUCATIONAL/JOB TRAINING)— Full time enrollment in an education and/or training program resulting in a degree or certificate designed to promote job skills and employability. Full time is determined by the institution.

AUTHORIZED REPRESENTATIVE— An individual who has the legal right to speak or act on the parent's behalf. Written authorization must come to the child care center or DECCD directly from the parent and be maintained in the appropriate file.

BEFORE AND AFTER SCHOOL CARE— Child care services for school-aged children (ages 5-12) during the hours before and after the regular school day. Under CCDF child care may be provided for children under the age of 13 and for those children under the age of 18 who meet the SSI definition of disability by having medically proven physical or mental condition(s) that caused marked and severe functional limitations expected to last at least 12 months in duration.

CARE GIVER— An individual at least eighteen (18) years of age with a high school diploma or equivalent (GED) who provides direct child care, supervision, and guidance to an eligible child.

MONTHLY CHILD CARE CO-PAYMENT FEES FOR PARENTS— A system of cost-sharing based upon income and size of the family for families who participate in the Child Care and Development Fund Program. Parents are required to pay a monthly co-payment fee to their child care provider of choice as a condition of program participation, with the exception of clients receiving TANF.

CHILD CARE AND DEVELOPMENT FUND (CCDF)— A federally funded program designed to provide quality child care services to eligible very low income families who are actively participating in an allowable TANF activity, transitioning off TANF, at risk of going on TANF and are in need of child care in order to work OR are low income families, employed or enrolled in an approved educational or training program.

CHILD CARE CERTIFICATE— A document issued by DECCD directly to a parent(s) who has been determined eligible for CCDF, who may use it as payment for child care services. A child care certificate is assistance to the parent, not assistance to the provider.

CHILD CARE FACILITIES:

CENTER-BASED— A non-residential facility in which shelter and personal care is

~~regularly provided for six or more children who are not related within the third degree computed according to the civil law to the operator and who are under the age of 13 and receive care for any part of a 24-hour day. No parent or guardian may provide care for their own child in this setting.—~~

~~For all Child Care Centers, as defined above, related children of all staff must be included in the licensed number. These centers are considered commercial establishments and must meet all requirements of the Regulation Governing Food Service Sanitation. Additionally, these licensed centers must remain in compliance at all times with the Mississippi State Department of Health's Regulations Governing Licensure of Child Care Facilities.—~~

~~**FAMILY CHILD CARE HOME**—An occupied residence in which shelter and personal care is regularly provided for five or fewer children who are not related within the third degree computed according to the civil law to the provider and who are less than 13 years of age and are provided care for any part of the 24-hour day. These homes may voluntarily register with the Mississippi State Department of Health and must be registered with the Division of Early Childhood Care and Development, Mississippi Department of Human Services. The provider must be at least 18 years old and cannot be a biological parent of the child receiving assistance. No parent or guardian may provide care for their own child in this setting.—~~

~~**GROUP HOME CHILD CARE**—An occupied residence in which shelter and personal care are regularly provided for six to 15 children who are not related within the third degree computed according to civil law to the operator and who are under the age of 13 and receive care for any part of the 24-hour day. Children related within the third degree are included in determining space and staff, but are not included in the licensed number. No parent or guardian may provide care for their own child in this setting.—~~

CHILD CARE PROVIDERS:

~~**CENTER-BASED CHILD CARE PROVIDER**—A provider licensed or otherwise authorized to provide child care services for fewer than 24 hours per day per child, in a non-residential setting, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training. No parent or guardian may provide care for their own child in this setting.—~~

~~**FAMILY CHILD CARE PROVIDER**—One individual who provides child care services for fewer than 24 hours per day per child, as the sole CARE GIVER, in their private residence, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training. No parent or guardian may provide care for their own child in this setting.—~~

~~**GROUP HOME CHILD CARE PROVIDER**—Two or more individuals who provide child care services for six to 15 children for fewer than 24 hours per day per child, in a~~

private residence other than the child's residence, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training. These providers are licensed. No parent or guardian may provide care for their own child in this setting.

IN-HOME CHILD CARE PROVIDER—An individual who provides child care services in the child's own home but maintains a separate residence.—No parent or guardian may provide care for their own child in this setting.—

CHILD CARE SERVICES—Care provided for a fee by a child care provider to an eligible child or children in the parent or guardian's absence.

CHILD CARE WEEK—The period of time that child care is provided per week.—The child care week may cover up to seven days.—This is allowable as long as the DECCD Weekly Child Care Reimbursement Tier rate is not exceeded, and the child does not receive care in excess of 84 hours during a Sunday through Saturday week.

CREDENTIALLED DIRECTOR—A professional credential awarded to child care center directors operating licensed child care programs in Mississippi and those who aspire to be directors for the successful completion of a curriculum in Child Care Management Best Practice.

DEGREES OF KINDRED ACCORDING TO THE LAW:

FIRST———Parents and Children

SECOND——Siblings (brothers and sisters), Grandparents, and Grandchildren

THIRD———Uncles, Aunts, Nieces, Nephews, Great Grandparents, and Great Grandchildren

DISABLED PARENT—See **SPECIAL NEEDS/DISABLED PARENT**.

EARLY CHILDHOOD DEVELOPMENT PROGRAM—A preschool program (ages birth to kindergarten) that provides child care services to low income working parents and parents enrolled in an educational or training program.

EDUCATIONAL PROGRAM/JOB TRAINING—A program offering educational/job training content.—Programs must be accredited by the State of Mississippi or a national organization.

ELIGIBLE CHILD—A child whose parent(s) meets the eligibility requirements as set forth by the grant.

EXTENDED DAY CHILD CARE—Before and after school care for Early Head Start and Head Start children (ages birth up to age 5) and school age children (ages 5-12) who need such care due to the work schedule of their parent(s).

FAMILY—A unit where a child(ren) resides with a parent(s) who is related by blood, marriage, adoption, or legal guardianship.

~~**FAMILY OF ONE** -- A child receiving child care services based upon his/her income received from SSI, foster board payment, etc.~~

~~**FULL-DAY CHILD CARE** – Child care provided for six or more hours of a 24-hour day. Full-day child care should meet the needs and reflect the work, education, or TANF training schedule of the parent with a maximum of 30 minutes of travel time each way.~~

~~**GROSS INCOME** – The parent's income before any deductions.~~

~~**HALF-DAY** – Child care provided for fewer than six hours per day.~~

~~**HOUSEHOLD DESIGNEE** – An individual designated by a client or parent to use a POS machine or IVR system to record a child's attendance in child care.~~

~~**INCOME** – funds received by all applicable individuals as described in policy which are not supplemented by any public assistance other than food stamps or medical assistance, and does not exceed 85 percent of the State Median Income (SMI).~~

~~**INCOME MAINTENANCE (IM)** – Income from TANF or Supplemental Security Income and other public assistance.~~

~~**INFANTS** – Children from birth through 12 months.~~

~~**IN LOCO PARENTIS** – in place of parent, for example, a guardian or a relative or friend with whom the child resides if the child's parent is unable to act as the parent or has delegated his or her authority to someone else. The term describes someone who provides care and supervision like a parent but without going through the formalities of legal adoption or guardianship.~~

~~**INTERACTIVE VOICE RESPONSE (IVR) system** – A system used by parents and household designees to record attendance in unlicensed child care settings which uses a land-line telephone.~~

~~**LICENSING OR REGULATORY REQUIREMENTS** – Requirements necessary for a provider to legally provide child care services in a state or locality, including regulations and requirements established under State Local or Tribal law. The Mississippi Child Care Licensing Law, Section 43-20-1, et seq., of the Mississippi Code of 1972 Annotated, which provides the legal authority under which the Mississippi State Department of Health prescribes minimum regulations for child care facilities defined under the law.~~

~~**LOW-INCOME** – Income above the 50 percent of the State Median Income (SMI) or at or below the 85 percent of the SMI.~~

~~**MINIMUM FEE** – An assessment of \$10 per month for full-day child care services and \$5.00 per month for half day before and after school/extended day, etc. child care services.~~

~~**MDHS TANF CASEWORKER** – An employee of the Mississippi Department of Human Services, Division of Economic Assistance, that provides case management services, supportive services, and referrals for child care services for active TANF participants at the local/county level~~

supportive services, and referrals for child care services for active TANF participants at the local/county level.

NON-TRADITIONAL CARE -- Includes night care and supervision of children for less than 24 hours per day that occurs within the twelve hours between 6:00 p.m. and 5:59 a.m., or weekend care and supervision of children that takes place between 6:00 p.m. Friday and 5:59 a.m. Monday.

PARENT -- A mother or father by blood, marriage, or adoption, a legal guardian, or other person standing in loco parentis.

POINT OF SERVICE (POS) machine -- A machine that accepts finger image scans of parents or household designees previously entered into the Mississippi eChildcare system used to record child attendance in licensed child care facilities.

PRESCHOOL AGED CHILD -- Children from three years of age through kindergarten.

PROTECTIVE SERVICES -- Children that are court ordered to receive Protective Services from MDHS, Division of Family & Children's Services. These children are living in the home of a parent or relative/kinship caretaker.

PROVIDER -- The entity providing child care services as defined in this document.

PROVIDER PORTAL -- A web-based information system containing information for child care providers regarding the active authorizations and attendance records in their center.

REIMBURSEMENT TIERS -- The established rates for child care services based upon the age of the child, type of child care provider, hours of child care, and DECCD approved tier criteria.

RESIDING/LIVING WITH -- Living with, including taking meals and sleeping in the same house for a majority of a seven day period beginning with Sunday and ending with Saturday.

SEASONAL WORKERS -- Individuals who are temporarily unemployed due to the nature of their work.

SPECIAL NEEDS/DISABLED PARENT -- A parent who meets the SSI definition of disability by having medically proven physical or mental condition(s) that cause marked and severe functional limitations expected to last at least 12 months in duration and render the parent incapable of self care. The condition(s) must be documented by a physician. In the absence of SSI benefits, medical documentation should attest to the degree of functional limitation(s) and prescribe the special care needed. If the parent is unable to manage their personal affairs, the application should be made in the parent/guardian or responsible adult's name. If the disabled parent receives SSI, the income maintenance fee of \$10.00 should be applied to the child(ren). Short Term disability medically documented will be handled on a case-by-case basis with approval by DECCD.

SPECIAL NEEDS CHILD RATE—Special Needs rates may be applied for children through the age of 18 who meet the SSI definition of disability by having medically proven physical or mental condition(s) that cause marked and severe functional limitations expected to last at least 12 months in duration and render the child(ren) incapable of self care. The condition(s) must be documented by a physician. In the absence of SSI benefits, medical documentation should attest to the degree of functional limitation(s) and prescribe the special care needed.

STATE MEDIAN INCOME (SMI)—The average income of all Mississippi workers.

SUMMER CARE—Child care for children during the summer months, when primary school settings are not in session.

SUPPLEMENTAL SECURITY INCOME (SSI)—A monthly payment to a person for having a medically proven physical/mental or physical condition that causes marked and severe functional limitations that are expected to last at least 12 months in duration.

TANF (Temporary Assistance for Needy Families)—Benefits offered through the block grant that replaced the Aid to Families with Dependent Children (AFDC) and Job Opportunities and Basic Skills Program (JOBS). Benefits are time limited, mandating that families move quickly into work activities leading to self sufficiency.

TERMINATED CHILD CARE CERTIFICATE—A certificate that has been used as payment for child care services for a period of time and is no longer valid. Reasons that certificates would be terminated include, but are not limited to, the following: the provision of false information used to issue/maintain a certificate, change in a provider, or a lack of a request for reimbursement on a Child Care Certificate 60 days after the certificate has been issued.

TODDLERS—Children the age of 13 months and less than 36 months.

TRANSITIONAL CHILD CARE (TCC)—Up to 24 months of subsidized child care for eligible parents, issued by the MDHS Division of Economic Assistance.

VERY LOW INCOME—Income at or below the 50 percent of the State Median Income (SMI).

WITHOUT REGARD TO INCOME (WRI)—Income that is irrelevant; therefore, it is not to be considered. The only children who are to be considered **WITHOUT REGARD TO INCOME** are in court ordered Protective Services Cases and Preventive Services. The only documentation necessary to determine eligibility is the referral form from the Division of Family and Children's services and proof of the parent's work or exemption.

WORKING—Performing duties to earn a wage (for a minimum of 25 hours per week) or complete educational/job training such as practicums or internships (enrollment for education/training must be full time).

MDHS DECCD MISSISSIPPI CHILD CARE PAYMENT PROGRAM

Application for Families

APPLICANT INFORMATION

Name:		SSN*:	
Gender:--	Race**:	Are you enrolled in an educational program full time? <input type="checkbox"/> Yes, please select <input type="checkbox"/> High School <input type="checkbox"/> GED <input type="checkbox"/> College <input type="checkbox"/> Other: _____ <input type="checkbox"/> No Are you a deployed member of the National Guard? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Date of Birth:	Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Never Married	Ethnicity**: <input type="checkbox"/> Hispanic <input type="checkbox"/> Non Hispanic	
Physical Address:			
City:		State:	ZIP Code:
Home Phone:--		Cell Phone:	Work Phone:
Email Address:			
Is mailing address the same as the physical address? <input type="checkbox"/> Yes If no, complete section below.			
Mailing Address:			
City:		State:	ZIP Code:
CHILD INFORMATION			
Child 1 First Name:		Middle Name	Last Name:
DOB:		SSN*:	Gender:
Race:--	Ethnicity**: <input type="checkbox"/> Hispanic <input type="checkbox"/> Non Hispanic	Does your child have special needs? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there a court order for visitation for this child? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Days Care is Needed: (Check all that apply) <input type="checkbox"/> Monday Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> Nighttime care <i>Night & Weekend care is only allowed when proof of evening work/school schedule is provided.</i>		Hours of Care Needed: (Enter all that apply) Monday Friday _____ am/pm to _____ am/pm Saturday _____ am/pm to _____ am/pm Sunday _____ am/pm to _____ am/pm	
Child's Father lives in the home? <input type="checkbox"/> Yes <input type="checkbox"/> No		Child's Mother lives in the home? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Chosen Provider Name:		Provider Address:	Provider Phone:
Child 2 First Name:		Middle Name	Last Name:
DOB:		SSN*:	Gender:
Race:--	Ethnicity**: <input type="checkbox"/> Hispanic <input type="checkbox"/> Non Hispanic	Does your child have special needs? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there a court order for visitation for this child? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Days Care is Needed: (Check all that apply) <input type="checkbox"/> Monday Frida <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> Nighttime care <i>Night & Weekend care is only allowed when proof of evening work/school schedule is provided.</i>		Hours of Care Needed: (Enter all that apply) Monday Friday _____ am/pm to _____ am/pm Saturday _____ am/pm to _____ am/pm Sunday _____ am/pm to _____ am/pm	
Child's Father lives in the home? <input type="checkbox"/> Yes <input type="checkbox"/> No		Child's Mother lives in the home? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Chosen Provider Name:		Provider Address:	Provider Phone:
Child 3*** First Name:		Middle Name	Last Name:
DOB:		SSN*:	Gender:
Race:--	Ethnicity**: <input type="checkbox"/> Hispanic <input type="checkbox"/> Non Hispanic	Does your child have special needs? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there a court order for visitation for this child? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Days Care is Needed: (Check all that apply) <input type="checkbox"/> Monday Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> Nighttime care <i>Night & Weekend care is only allowed when proof of evening work/school schedule is provided.</i>		Hours of Care Needed: (Enter all that apply) Monday Friday _____ am/pm to _____ am/pm Saturday _____ am/pm to _____ am/pm Sunday _____ am/pm to _____ am/pm	
Child's Father lives in the home? <input type="checkbox"/> Yes <input type="checkbox"/> No		Child's Mother lives in the home? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Chosen Provider Name:		Provider Address:	Provider Phone:

MDHS DECCD MISSISSIPPI CHILD CARE PAYMENT PROGRAM

Application for Families

Return Application and all required documentation to: DECCD
 P.O. Box 352
 Jackson, MS 39205

*The absence of this information cannot be a basis to deny eligibility.

**MDHS DECCD is required by the federal government to collect this information. It will not be used to determine program eligibility.

***Use additional application forms as needed to provide all information.

HOUSEHOLD MEMBERS

Please provide information about all other persons living in the home NOT previously listed on this application.

Name:--	Gender:--	Relationship to Parent/Guardian:--
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Name:--	Gender:--	Relationship to Parent/Guardian:--
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Name:--	Gender:--	Relationship to Parent/Guardian:--
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INCOME INFORMATION

Self:--

Name of Employer:--	Gross Pay Received:--	How Often? <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Monthly
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Name of Employer:--	Gross Pay Received:--	How Often? <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Monthly
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Parent Social Security Income Monthly Amount:--

Spouse:--

Name of Employer:--	Gross Pay Received:--	How Often? <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Monthly
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Name of Employer:--	Gross Pay Received:--	How Often? <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Monthly
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Spouse Social Security Income Monthly Amount:--

REQUIRED DOCUMENTATION FOR ELIGIBILITY CHILD CARE PAYMENT PROGRAM**A. Working Parents: (Please send one of the following)**

1. Check Stubs. If you are paid every week, every 2 weeks/twice a month, send the two most recent check stubs. If you are paid monthly, send the most recent check stub. Please note: you MUST be working at least 25 hours per week.
2. If you are self employed, send a copy of your Estimated Quarterly Tax Report
3. If you have new employment and have not received your first pay check, you must submit a notarized letter from your employer on company letterhead. The letter must contain the following information: start date of employment, rate of pay, work schedule. This letter will be valid for 30 days and must be followed with 2 check stubs (or 1 if paid monthly).
4. If you are paid by personal check, you must submit copies of the front and back of two checks that have cleared the bank.

B. Teen Parents in High School:--

1. You must submit verification from school Principal indicating full time enrollment.
2. If you are living at home with your parent(s) and they are under the age of 65, your parents must be working the required 25 hours per week and check stubs must be submitted.

NOTE: If you are living at home with your parent(s), your parents cannot be paid for providing care for your child.

C. Adult Parents in an Educational Program:

1. You must submit verification from the Registrar of your educational institution stating that you are enrolled full time.*
2. If you are also working, check stubs must be submitted. See Section A for instructions.

*NOTE: Clinical/Practicum hours can count as work hours.

D. All Applicants:

1. Long Form Birth Certificate for each child who needs child care. This applies to new applicants and to existing clients adding a new child.
 - If your child is already on the program, you do not need to submit this again.
 - If you need to order a copy of the long form birth certificate, you must submit a copy of the application and a copy of the money order. This documentation is valid for 90 days for parents of all newborn children, and 30 days for all other parents.
2. Social Security Cards. Copies of social security cards are used to correctly identify applicants. Eligibility for services is not dependent on the receipt of this information.
3. Child Support. See instructions on the Verification of Child Support Services form.
4. Guardianship. If you are not the biological parents of a child who needs care, you must submit the Guardianship/In Loco-Parentis Verification Form.

~~MDHS DECCD MISSISSIPPI CHILD CARE PAYMENT PROGRAM~~

~~Application for Families~~

~~Return Application and all required documentation to: DECCD
P.O. Box 352
Jackson, MS 39205~~

PARENT'S STATEMENT OF AGREEMENT

I agree to report to DECCD changes in any of the following within ten (10) days:

- ~~Income~~
- ~~Address or phone number~~
- ~~Child support~~
- ~~Work hours or school enrollment~~
- ~~Family size~~
- ~~Daycare provider~~

I understand that:

<ol style="list-style-type: none"> 1. any change in my employment status (layoff, new job, change in income, maternity leave, change in number of work hours) or change in family size (new baby, marriage, divorce) could affect my co-pay fee or my eligibility. 2. I must pay a monthly co-payment fee to the child care provider and that failure to do so could result in termination from the child care program. 3. if the provider charges more than the program reimbursement rate, I will be responsible for paying that difference in addition to my co-payment, and that failure to pay this amount may result in provider discontinuing service. 4. if I change providers, I am required to report this change two weeks in advance to DECCD, and that failure to do so will delay payment to a new provider.— 5. it is my responsibility and NOT the responsibility of the provider to ensure that DECCD is notified. 6. if I withdraw my child from a provider without giving two weeks' notice, I am responsible for payment to the provider, and that the DECCD will not double pay for my child. 7. if my child is absent for three (3) consecutive days, I am to contact the provider to provide an explanation, and that failure to do so requires the provider to alert DECCD and my application for services will be reviewed. 8. if my child is absent for more than two weeks, I am responsible for payment to the provider.— If extended absences are due to custody agreements or medical reasons, I must submit documentation to my provider 9. I or my authorized representative must sign my child(ren) in and out at the provider every day by providing the first and last name of the adult signing in/out, and that failure to do so will cause the provider to pay for those days of care.— (NOTE: If this occurs, the provider may charge me for time not covered by my certificate); 10. In addition to signing my child in/out daily as described above, I or my authorized representative must use either a POS or the IVR system (whichever applies to my provider type) to check my child in and out of care on a daily basis and that payment will not be made if I fail to do so. 	<ol style="list-style-type: none"> 11. that payments for care cannot be made to another person living in the same household as my child. 12. if I use an unlicensed provider, she/he must meet criteria to become an approved provider and that payments will not be made to a provider who is not approved.— 13. failure to comply with Child Support will result in termination of my certificate(s); 14. that my eligibility must be re-established periodically, in accordance with CCPP policies 15. if I provide false information during the application or determination process my child care certificates will be terminated; I may face criminal prosecution; and/or suspension debarment from the program. <p>FRAUD: Any person applying for or receiving public assistance by using false statements, and any person assisting that person to receive such public assistance, with knowledge of those false statements, will be subject to criminal prosecution.— This prosecution will be a misdemeanor when the amount received or requested is below \$500, or a felony if the amount received is above \$500.</p> <p>GRIEVANCE PROCEDURE: Any dispute concerning a question of fact under this application/agreement which is not disposed of by agreement of the parties hereto shall be decided by the Director of the Division of Early Childhood Care & Development.— In the review by the DECCD Director the parent/provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review.— This decision shall be reduced to writing and a copy thereof mailed or furnished to the parent/provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the parent/provider mails or furnishes the Executive Director of the Mississippi Department of Human Services a written request for review.— Pending final decision of the Executive Director or his designee, DECCD will proceed in accordance with the decision of the Director of the Division of Early Childhood Care and Development.</p>
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Parent Signature

Date

~~REQUIRED DOCUMENTATION FOR
ELIGIBILITY
CHILD CARE PAYMENT PROGRAM~~

~~A. Working Parents: (Please send one of the following)~~

- ~~1. Check Stubs. If you are paid every week, every 2 weeks/twice a month, send the two most recent check stubs. If you are paid monthly, send the most recent check stub. Please note: you MUST be working at least 25 hours per week.~~
- ~~2. If you are self employed, send a copy of your Estimated Quarterly Tax Report~~
- ~~3. If you have new employment and have not received your first pay check, you must submit a notarized letter from your employer on company letterhead. The letter must contain the following information: start date of employment, rate of pay, work schedule. This letter will be valid for 30 days and must be followed with 2 check stubs (or 1 if paid monthly).~~
- ~~4. If you are paid by personal check, you must submit copies of the front and back of two checks that have cleared the bank.~~

~~B. Teen Parents in High School:~~

- ~~1. You must submit verification from school Principal indicating full time enrollment.~~
- ~~2. If you are living at home with your parent(s) and they are under the age of 65, your parents must be working the required 25 hours per week and check stubs must be submitted.
*NOTE: If you are living at home with your parent(s), your parents cannot be paid for providing care for your child.~~

~~C. Adult Parents in an Educational Program:~~

- ~~1. You must submit verification from the Registrar of your educational institution stating that you are enrolled full time.*~~
- ~~2. If you are also working, check stubs must be submitted. See Section A for instructions.~~

~~D. All Applicants:~~

- ~~1. Long Form Birth Certificate for each child who needs child care. This applies to new applicants and to existing clients adding a new child.
 - ~~• If your child is already on the program, you do not need to submit this again.~~
 - ~~• If you need to order a copy of the long form birth certificate, you must submit a copy of the application and a copy of the money order. This documentation is valid for 90 days for parents of all newborn children, and 30 days for all other parents.~~~~
 - ~~2. Social Security Cards. Copies of social security cards are used to correctly identify applicants. Eligibility for services is not dependent on the receipt of this information.~~
 - ~~3. Child Support. See instructions on the Verification of Child Support Services form.~~
 - ~~4. Guardianship. If you are not the biological parents of a child who needs care, you must submit the Guardianship/In Loco Parentis Verification Form.~~
-

**GUARDIANSHIP/IN LOCO PARENTIS
VERIFICATION**

NAME OF GUARDIAN: _____

ADDRESS: _____

PHONE: HOME _____ WORK _____

I am currently providing care for the child or children listed below who need child care subsidy. The child or children live with me, but the child(ren)'s parents do not. I am responsible for their care in all aspects of daily living.

NAME OF CHILD(REN):

Please give a brief explanation as to why you are responsible for the care of this child (including information about the parent's whereabouts) or you may attach a copy of any legal guardianship papers you have.

Do you receive other benefits for this child? (check all that apply)

SNAP	Medicaid	TANF	CHIPS Insurance
<input type="checkbox"/> Yes <input type="checkbox"/> No			

Signature of Guardian _____ Date _____

**VERIFICATION OF CHILD SUPPORT SERVICES
FOR THE
CHILD CARE PAYMENT PROGRAM**

NAME OF CUSTODIAL PARENT:-

SOCIAL SECURITY NO. OF CUSTODIAL PARENT:-

I am applying for child care subsidy. I understand that per Mississippi law, I am required to cooperate with MDHS Division of Child Support Enforcement in order to be eligible for assistance.

PLEASE ONLY LIST CHILDREN WHO NEED CHILD CARE SUBSIDY ASSISTANCE		
Child's Name	Child Support case is open with MDHS Division of Child Support Enforcement (check if this is true)	I do not currently have an open Child Support Case (check if this is true)
1.	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>

- A. If either or both biological parents are NOT living in the same household with the child, parents/guardians are required to have an open child support case in order to receive child care subsidy.
- B. If no child support case is open, parents MUST contact their local MDHS Division of Child Support Enforcement Office to make an appointment to open a case. NOTE: This requirement INCLUDES cases in which parents have an existing court ordered child support agreement. Mississippi law states that ALL child support cases must be handled through MDHS Division of Child Support Enforcement.
- C. In some cases, MDHS Division of Child Support can provide documentation that parents are excused from cooperating with Child Support. (This is typically due to a CS case being closed because the absent parent could not be located.) The statement from a CS officer should name the child or children and should be signed, dated, and include the official stamp of the county office.
- D. In some cases in which pursuing Child Support would place either the custodial parent or the child in physical, emotional, or mental danger DECCD may waive this requirement. If this applies to you, please contact DECCD for instructions.

~~REVISED 06/2013~~

~~CERTIFICATE #~~

~~MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
CHILD CARE CERTIFICATE~~

~~EFFECTIVE FROM: _____ EFFECTIVE TO: _____~~

~~Child's Name: _____ Child's DOB: _____~~

~~Parent's Name: _____ Parent's DOB: _____~~

~~Parent's Address: _____~~

~~Cert Type: _____ CO-PAY Full-Time: _____~~

~~DAILY RATE Full-Time: _____ Part-Time: _____~~

~~Part-Time: _____~~

~~Case Priority Population:~~

~~Special Needs Chronic Illness Court Order~~

~~Care Days: MON. TUE WED. THU. FRI.
SAT. SUN.~~

~~Provider Number: _____ Provider Name: _____~~

~~Center Name: _____ Center License Number: _____~~

~~Provider Address: _____~~

~~Provider City: _____ Provider State: _____ Provider Zip: _____~~

~~Provider Type: Licensed Center Group Home Care Non-Relative In-Home
Relative In-Home Non-Relative Out of Home Relative Out of Home~~

~~PARENT SIGNATURE _____ DATE _____ PROVIDER SIGNATURE _____ DATE _____~~

**CHILD CARE PROVIDER STATEMENT OF AGREEMENT
CHILD CARE PAYMENT PROGRAM**

~~As Director or Owner of this child care center, or as an in-home provider, I understand and agree to the following guidelines as they relate to the Child Care Payment Program (CCPP).—~~

- ~~1. As a child care provider, I shall provide developmentally and culturally appropriate early childhood educational activities, including reading and writing.~~
- ~~2. ALL rates, fees, and discounts charged to CCPP participants must be offered and equal to those charged to non-participants. This means universal application of advertised tuition rates.—~~
- ~~3.—~~
- ~~4. Parents or authorized parent representatives must use the POS or IVR system to check the child in and out daily AND sign the child in and out every day. I understand that center employees are not considered authorized parent representatives, unless the parent is employed by the provider. I understand that in order to be eligible for payment, sign in/out sheets and attendance from the POS or IVR system must reflect the same information.~~
- ~~5. I understand that in cases where documentation of co-payments and attendance cannot be provided, DECCD shall recoup payments related to these cases.—~~
- ~~6. I shall maintain documentation regarding absences and changes in child attendance.—~~
- ~~7.—~~
- ~~8. I agree to collect co-payment fees each month, maintain documentation of collection, and report non-payment to DECCD. I will deduct the paid co-payment amount from total fees owed before billing parents for services.—~~
- ~~9. It is my responsibility to report any changes in ownership, tax identification number, address, phone number, center director, tier status, address, household membership (in-home providers only), and licensing to DECCD within 10 days of occurrence.~~
- ~~10. I understand that if I am a Tier 1 provider, the director qualifying for Tier 1 must be on site for a minimum of six hours of the program day in order to receive Tier 1 reimbursement.~~
- ~~11. I agree not to exceed my licensed capacity, or the number of children I am allowed to provide care for.~~
- ~~12. I agree to remain in compliance at all times with any and all regulatory and licensing regulations.~~
- ~~13. I understand that I cannot offer any bribe or payments to any CCPP participants or child care staff to encourage enrollment at my center/home care environment.~~
- ~~14. I agree to report any suspicion of unemployment or school dropout of a CCPP parent to DECCD.~~
- ~~15. I agree to allow unlimited access to the program, including unannounced visits by parents and MDHS representatives, and to furnish reports and/or provide access to information concerning CCPP as requested by DECCD or MDHS representative.—~~
- ~~16. As a CCPP approved provider, I understand that my program will be monitored by DECCD, or any representative of the Mississippi Department of Human Services at any time. If it is discovered that I am not in compliance with all applicable regulations, or that I have collected payments for which I was not entitled, recoupments will be made.—~~
- ~~17. I understand that if I provide false information, a penalty will be imposed. At first offense, recoupments will be made and a provider may be suspended from participating in the CCPP. At second offense, recoupment will be made and permanent debarment from participating in CCPP will occur.—~~
- ~~18. I agree to comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act when center-based and group home care are provided.—~~

~~19. I agree that any publicity given to the provider or services provided herein including, but not limited to, notices, information pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the provider shall not identify MDHS as a sponsoring agency nor display any MDHS name or logo in any manner without prior written approval by MDHS. 20. I agree that nothing contained in this Agreement shall be construed to constitute the provider or any of its employees, agents, or subcontractors as a partner, employee, or agency of MDHS, nor shall either party to this Agreement have any authority to bind the other in any respect, it being intended that each shall remain an independent entity. I agree to advise any client served under the terms of this Agreement of the independent status of the provider and MDHS. MDHS does not in any way warrant services rendered by the provider. 21. I agree that MDHS and their employees are to be held harmless for any claim growing out of any action performed by the provider and its agents, employees, or any of its subcontractors under any provisions of this Agreement.~~

~~**FRAUD:** Any person applying for or receiving public assistance by using false statements, and any person assisting that person to receive such public assistance, with knowledge of those false statements, will be subject to criminal prosecution. This prosecution will be a misdemeanor when the amount received or requested is below \$500, or a felony if the amount received is above \$500.~~

~~**GRIEVANCE PROCEDURE:** Any dispute concerning a question of fact under this application/agreement which is not disposed of by agreement of the parties hereto shall be decided by the Director of the Division of Early Childhood Care & Development. In the review by the DECCD Director the parent/provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review. This decision shall be reduced to writing and a copy thereof mailed or furnished to the parent/provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the parent/provider mails or furnishes the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director or his designee, DECCD will proceed in accordance with the decision of the Director of the Division of Early Childhood Care and Development.~~

~~MDHS AGREES:~~

- ~~1. To pay the provider for services rendered in accordance with the terms agreed upon.~~
- ~~2. To provide written notification to the provider of the termination of the family/child.~~

~~ALL PARTIES AGREE:~~

- ~~1. That this Agreement may be terminated at any time by MDHS for cause, in whole or in part, for failure of the provider to perform any of the provisions hereof. Should MDHS exercise its right to terminate this Agreement under this Provision, the provider shall be notified in writing with reason and termination date specified.~~
- ~~2. Payment for services under this Agreement are subject to the availability of federal and/or state funding.~~

Provider Signature _____ Date _____

BASIC HEALTH, SAFETY, AND NUTRITION ASSURANCES
FOR UNLICENSED CHILD CARE PROVIDERS IN THE
CHILD CARE PAYMENT PROGRAM

Health and Safety

1. ~~Providers and their staff must be in good health, mentally and physically capable of caring for children. Providers must be certified in Infant & Child Cardio Pulmonary Resuscitation (CPR) and basic First Aid. Other persons in the home must be free of any infectious disease.—~~
2. ~~A current Mississippi Department of Health Form 121 Certificate of Immunization must be kept onsite for all providers and children at all times.—~~
3. ~~Sick children and children with contagious conditions must be isolated and returned home as soon as possible.— Provider(s) must report infectious disease to the local Health Department. Children should be checked each morning upon arrival for contagious or infectious disease and not admitted if ill.—~~
4. ~~All medications, cleaning agents, poisons, and pesticides must be kept out of the reach of children.—~~
5. ~~Diapers shall be changed upon soiling. No child(ren) should remain in wet or dirty diapers. All providers must wash hands before and after diapering children.—~~
6. ~~Garbage and/or trash must be removed from the home regularly and from the grounds at least once a week.— Garbage should be kept in a closed container and out of reach of children.—~~
7. ~~The home must have running hot and cold water, clean toilets, a fire extinguisher, and a first aid kit. A box of baking soda must be kept in the kitchen to help extinguish small grease fires. The home must be kept clean and free of dangerous conditions and all heat sources shielded, and all electrical outlets protected by safety coverings. The home must have a working telephone.—~~
8. ~~There must be clean individual beds, cots, mattresses, or pads provided for each child to use for naps. Linens should be washed and kept clean.—~~
9. ~~No smoking, tobacco use, illegal drug use; including but not limited to cocaine, crack, LSD, marijuana, and/or alcohol, is allowed when children are present. All weapons; including but not limited to guns, arrows, hunting knives etc., on the property should be contained in locked storage and secured from children.—~~
10. ~~Babies must be held while feeding. At no time should infants be propped with a bottle.—~~
11. ~~Children need to be treated with respect, love, and kindness. Smile and talk to children often in normal tones.— Encourage and reward good behavior. Harsh tones of voice and humiliation are not to be used with children.—~~
12. ~~No form of corporal or harsh punishment including yelling, slapping or spanking, or total isolation shall be used as discipline measures.—~~
13. ~~Children must be placed in age appropriate vehicle safety restraints when riding in ANY vehicle. The driver shall have a valid driver's license.—~~
14. ~~All children must be supervised by an adult of 18 years or more at all times.—~~
15. ~~Any food/formula that is brought in by the parent to the provider must be stored in the refrigerator and nutritious meals and snacks should be prepared and served daily, using a variety of foods selected from nutritional guidelines that meet the daily needs of all ages served.— Also, providers should avoid using foods that cause allergies, as noted by the parent.—~~
16. ~~I certify that I have not been convicted of a felony, nor has my name been placed on the Child Abuse and Neglect Central Registry. I understand that a Form 107 must be complete and updated in order to be an approved provider.—~~
17. ~~I certify that I will never exceed the number of children allowed for care at any time.—~~
18. ~~Parents and must have unlimited access to their child while under my care.—~~
19. ~~All representatives of MDHS must be afforded unlimited access to all records and reports required by representatives of MDHS.—~~
20. ~~I agree to fully cooperate with on-site monitoring visits.—~~
21. ~~I understand that failure to comply with these conditions can result in my debarment from the Child Care Payment Program.—~~

 _____ Signature of
 Provider _____ Date

STATE OF MISSISSIPPI
HALEY REEVES BARBOUR, GOVERNOR
DEPARTMENT OF HUMAN
SERVICES
DON THOMPSON
Executive DIRECTOR



Appendix I

August 24, 2010

MEMORANDUM NO. 7643

DIVISION OF ECONOMIC ASSISTANCE
TANF

TO: County Directors
FROM: Cheryl Sparkman, Director
Division of Economic
Assistance

A handwritten signature in cursive script, appearing to read "Cheryl Sparkman", with the word "Director" written in smaller letters below it.

RE: Boys & Girls Clubs After School and Summer Child Care Services

This memorandum is issued to remind case management staff that after school and summer child care services are still provided by the Boys and Girls Clubs and to update the procedures issued in 2005.

The Boys and Girls Clubs receive funding through the Mississippi Department of Human Services to provide after school and summer child care services for eligible children. TANF parents and caretaker relatives who are interested in these services will be given a verbal referral to the local Boys and Girls Club to arrange child care services for their eligible children. Case managers will inform parents/caretakers that Boys and Girls Clubs charge a registration fee for each child and they will be responsible for paying these fees.

The regular TWP/TCC child care referral process will not apply if the parent/caretaker informs the case manager of his/her choice prior to generating and faxing a CR01, Child Care Referral, to the OCY Designated Agent. In this situation, the case manager will provide a verbal referral and document the case record accordingly via the PACK screen in JAWS. Anytime, after a child care referral (CR01) has been processed, a parent/caretaker chooses a Boys & Girls Club as the child care provider, the OCY Designated Agent will notify the case manager and document the Weekly Recap form accordingly. OCY Designated Agents will not issue a TANF/CCDF child care certificate to a Boys and Girls Club.

County Directors should ensure the Boys and Girls Clubs are included in their county's Resource Directory for after school and summer child care referral purposes.

If you have any questions or need additional information, please contact your Regional

Director. CS :JD:VB:SG:sg

pc: Regional Directors
Jill Dent, Director, Office for Children and Youth

Approved by: CS

REFERRAL FOR CHILD CARE SERVICES Appendix J
FOSTER/PROTECTIVE/PREVENTIVE CARE

****ALL FIELDS ARE REQUIRED FOR PROCESSING****

Child's Name:	Child's DOB:	MDHS Case No:
Child's Social Security #:	Child's Medicaid #:	MDHS Case Type*:
Social Worker Name & Signature:	Date of Referral:	Does this child have special needs?
Child Ethnicity:	<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White or Caucasian <input type="checkbox"/> Hispanic or Latino (If yes, also check one of the above)	

Section B: Parent/Placement Guardian Information

Parent/Placement Guardian Name:	Address & Phone # & County:	Parent/Guardian DOB & SSN:
Parent/Placement Guardian Email:	Parent/Placement Guardian Ethnicity: <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White or Caucasian <input type="checkbox"/> Hispanic or Latino (If yes, also check one of the above)	

Section C: Type of Care Requested

Please indicate the days of the week and the hours for which care is needed. Example: Monday From 7:00 AM To 5:30 PM

<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
From ___ AM ___ PM	From ___ AM ___ PM	From ___ AM ___ PM	From ___ AM ___ PM	From ___ AM ___ PM	From ___ AM ___ PM	From ___ AM ___ PM
To ___ AM ___ PM	To ___ AM ___ PM	To ___ AM ___ PM	To ___ AM ___ PM	To ___ AM ___ PM	To ___ AM ___ PM	To ___ AM ___ PM

Section D: Requested Care Provider

Name of Provider:	Provider Address:	Phone #:	Date Care Begins:
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***ELIGIBLE CASE TYPES**

PROTECTIVE AND PREVENTIVE CASES: COURT ORDERED CASES IN WHICH A FORMALIZED PLAN FOR RESOLVING DYSFUNCTIONS IS PUT IN PLACE ALONG WITH THE PROVISION OF SUPPORT SERVICES FOR STABILIZATION OF THE FAMILY, OR FAMILY PRESERVATION SERVICES ARE BEING PROVIDED TO THE FAMILY.

OR

PARENT/GUARDIAN STATEMENT OF AGREEMENT

Appendix J
Back

I agree to report to DECCD changes in any of the following within ten (10) days:

- ~~Income~~
- ~~Address or phone number~~
- ~~Child Care Provider~~

I understand that:

<p>1. if the selected child care provider charges more than the program reimbursement rate, I will be responsible for paying that difference, and that failure to pay this amount may result in provider discontinuing service.</p> <p>2. if I change providers, I am required to report this change <u>two weeks</u> in advance to DECCD, and that failure to do so will delay payment to a new provider.—</p> <p>3. it is my responsibility and NOT the responsibility of the provider to ensure that DECCD is notified.</p> <p>4. if I withdraw my child from a provider without giving two weeks' notice, I am responsible for payment to the provider, and that the DECCD will not double-pay for my child.</p> <p>5. if my child is absent for three (3) consecutive days, I am to contact the child care provider to provide an explanation, and that failure to do so requires the provider to alert DECCD and my application for services will be reviewed.</p> <p>6. if my child is absent for more than two weeks, I am responsible for payment to the provider.—If extended absences are due to custody agreements or medical reasons, I must submit documentation to my provider</p> <p>7. I or my authorized representative must sign my child(ren) in and out at the provider every day by providing the first and last name of the adult signing in/out, and that failure to do so will cause the provider to pay for those days of care.— (NOTE: If this occurs, the provider may charge me for time not covered by my certificate).</p> <p>8. that payments for care cannot be made to another person living in the same household as my child, or the biological parent of the child.</p>	<p>9. if I use an unlicensed provider, she/he must meet criteria to become an approved provider and that payments will not be made to a provider who is not approved.—</p> <p>10. failure to comply with Child Support will result in termination of my certificate(s)</p> <p>11. if I provide false information during the application or determination process my child care certificates will be terminated; I may face criminal prosecution; and/or suspension debarment from the program.</p> <p>FRAUD: Any person applying for or receiving public assistance by using false statements, and any person assisting that person to receive such public assistance, with knowledge of those false statements, will be subject to criminal prosecution.— This prosecution will be a misdemeanor when the amount received or requested is below \$500, or a felony if the amount received is above \$500.</p> <p>GRIEVANCE PROCEDURE: Any dispute concerning a question of fact under this application/agreement which is not disposed of by agreement of the parties hereto shall be decided by the Director of the Division of Early Childhood Care & Development.— In the review by the DECCD Director the parent/provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review.— This decision shall be reduced to writing and a copy thereof mailed or furnished to the parent/provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the parent/provider mails or furnishes the Executive Director of the Mississippi Department of Human Services a written request for review.— Pending final decision of the Executive Director or his designee, DECCD will proceed in accordance with the</p>
--	---

	decision of the Director of the Division of Early Childhood Care and Development.
--	---

Parent/Guardian Signature

Date

~~NOTIFICATION OF TERMINATION OF CHILD CARE SUBSIDY SERVICES
(FOSTER, PROTECTIVE, PREVENTIVE SERVICE)~~

~~NAME OF CHILD: _____~~

~~DATE OF
BIRTH: _____~~

~~NAME OF PARENT/GUARDIAN: _____~~

~~ADDRESS: _____~~

~~PHONE NUMBER: _____~~

~~COUNTY AND CODE: _____~~

~~CHILD'S SOCIAL SECURITY #: _____~~

~~CHILD'S MEDICAID #: _____~~

~~There is no longer a need for child care services for the above named child and the case has been closed. The client is therefore no longer eligible for services.~~

~~DATE OF CASE CLOSURE: _____~~

~~MDHS SOCIAL WORKER: _____~~

~~DATE: _____~~

MDHS DECCD MISSISSIPPI CHILD CARE PAYMENT PROGRAM

Family Eligibility Redetermination Form

APPLICANT INFORMATION

Name:

Gender: Race*: Date of Birth: SSN*:

Are you enrolled in an educational program full time?
 Yes, please select High School GED College Other: _____
 No

Are you a deployed member of the National Guard? Yes No

Marital Status: Single Married Separated Divorced Widowed Never Married

Physical Address:

City: State: ZIP Code:

Home Phone: Cell Phone: Work Phone:

Email Address:

Is mailing address the same as the physical address? Yes If no, complete section below.

Mailing Address:

City: State: ZIP Code:

CHILD INFORMATION

Child 1 First Name: Middle Name Last Name:

DOB: SSN*: Gender:

Race: Ethnicity*: Hispanic Non Hispanic
 Does your child have special needs? Yes No
 Is there a court order for visitation for this child? Yes No

Days Care is Needed: (Check all that apply)
 Monday Friday Saturday Sunday Nighttime care
Night & Weekend care is only allowed when proof of evening work/school schedule is provided.
 Hours of Care Needed: (Check all that apply)
 Monday Friday _____ am/pm to _____ am/pm
 Saturday _____ am/pm to _____ am/pm
 Sunday _____ am/pm to _____ am/pm

Child's Father lives in the home? Yes No
 Child's Mother lives in the home? Yes No

Child 2 First Name: Middle Name Last Name:

DOB: SSN*: Gender:

Race: Ethnicity*: Hispanic Non Hispanic
 Does your child have special needs? Yes No
 Is there a court order for visitation for this child? Yes No

Days Care is Needed: (Check all that apply)
 Monday Friday Saturday Sunday Nighttime care
Night & Weekend care is only allowed when proof of evening work/school schedule is provided.
 Hours of Care Needed: (Check all that apply)
 Monday Friday _____ am/pm to _____ am/pm
 Saturday _____ am/pm to _____ am/pm
 Sunday _____ am/pm to _____ am/pm

Child's Father lives in the home? Yes No
 Child's Mother lives in the home? Yes No

Child 3 First Name: Middle Name Last Name:

DOB: SSN*: Gender:

Race: Ethnicity*: Hispanic Non Hispanic
 Does your child have special needs? Yes No
 Is there a court order for visitation for this child? Yes No

Days Care is Needed: (Check all that apply)
 Monday Friday Saturday Sunday Nighttime care
Night & Weekend care is only allowed when proof of evening work/school schedule is provided.
 Hours of Care Needed: (Check all that apply)
 Monday Friday _____ am/pm to _____ am/pm
 Saturday _____ am/pm to _____ am/pm
 Sunday _____ am/pm to _____ am/pm

Child's Father lives in the home? Yes No
 Child's Mother lives in the home? Yes No

*The absence of this information cannot be a basis to deny eligibility.
 **MDHS DECCD is required by the federal government to collect this information. It will not be used to determine program eligibility.
 *** Use additional forms as needed to provide information for all children.

HOUSEHOLD MEMBERS

Please provide information about all other persons living in the home NOT previously listed on this application.

MDHS DECCD MISSISSIPPI CHILD CARE PAYMENT PROGRAM

Family Eligibility Redetermination Form

Name:--	Gender:	Relationship to Parent/Guardian:
Name:--	Gender:	Relationship to Parent/Guardian:
Name:--	Gender:	Relationship to Parent/Guardian:

INCOME INFORMATION

Self:--

Name of Employer 1:	Gross Pay Received:--	How Often? <input type="checkbox"/> Weekly <input type="checkbox"/> Bi Weekly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Monthly
Name of Employer 2:	Gross Pay Received:--	How Often? <input type="checkbox"/> Weekly <input type="checkbox"/> Bi Weekly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Monthly

Parent Social Security Income Monthly Amount:--

Spouse:--

Name of Employer 1:	Gross Pay Received:--	How Often? <input type="checkbox"/> Weekly <input type="checkbox"/> Bi Weekly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Monthly
Name of Employer 1:	Gross Pay Received:--	How Often? <input type="checkbox"/> Weekly <input type="checkbox"/> Bi Weekly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Monthly

Spouse Social Security Income Monthly Amount:--

REQUIRED DOCUMENTATION FOR ELIGIBILITY CHILD CARE PAYMENT PROGRAM

A. Working Parents: (Please send one of the following)

1. Check Stubs. If you are paid every week, every 2 weeks/twice a month, send the two most recent check stubs. If you are paid monthly, send the most recent check stub. Please note: you MUST be working at least 25 hours per week.
2. If you are self-employed, send a copy of your Estimated Quarterly Tax Report
3. If you have new employment and have not received your first pay check, you must submit a notarized letter from your employer on company letterhead. The letter must contain the following information: start date of employment, rate of pay, work schedule. This letter will be valid for 30 days and must be followed with 2 check stubs (or 1 if paid monthly).
4. If you are paid by personal check, you must submit copies of the front and back of two checks that have cleared the bank.

B. Teen Parents in High School:--

1. You must submit verification from school Principal indicating full time enrollment.
 2. If you are living at home with your parent(s) and they are under the age of 65, your parents must be working the required 25 hours per week and check stubs must be submitted.
- NOTE: If you are living at home with your parent(s), your parents cannot be paid for providing care for your child.

C. Adult Parents in an Educational Program:

1. You must submit verification from the Registrar of your educational institution stating that you are enrolled full time.*
2. If you are also working, check stubs must be submitted. See Section A for instructions.

*NOTE: Clinical/Practicum hours can count as work hours.

D. All Applicants:

1. Long Form Birth Certificate for each child who needs child care. This applies to new applicants and to existing clients adding a new child.
 - If your child is already on the program, you do not need to submit this again.
 - If you need to order a copy of the long form birth certificate, you must submit a copy of the application and a copy of the money order. This documentation is valid for 90 days for parents of all newborn children, and 30 days for all other parents.
2. Social Security Cards. Copies of social security cards are used to correctly identify applicants. Eligibility for services is not dependent on the receipt of this information.
3. Child Support. See instructions on the Verification of Child Support Services form.
4. Guardianship. If you are not the biological parents of a child who needs care, you must submit the Guardianship/In Loco Parentis Verification Form.

I certify that the above information is true and correct. _____
Signature & Date

Return Application and all required documentation to: DECCD
P.O. Box 352
Jackson, MS 39205

Monthly Child Care Co-Payment Fees for Parents

TANF, TCC Clients and children in foster care or protective services and children receiving SSI benefits should be assessed a co-pay of \$10.00 per month.

Annual Gross Family Income Range		Family of 2		Family of 3		Family of 4		Family of 5		Family of 6	
From	to Under	1	2	1	2	1	2	1	2	1	2
0	9,999	10	20	10	20	10	20	10	20	10	20
10,000	10,999	18	23	13	23	10	20	10	20	10	20
11,000	11,999	27	32	22	32	17	27	12	22	10	20
12,000	12,999	35	40	30	40	25	35	20	30	15	25
13,000	13,999	43	48	38	48	33	43	28	38	23	33
14,000	14,999	52	57	47	57	42	52	37	47	32	42
15,000	15,999	60	65	55	65	50	60	45	55	40	50
16,000	16,999	68	73	63	73	58	68	53	63	48	58
17,000	17,999	77	82	72	82	67	77	62	72	57	67
18,000	18,999	85	90	80	90	75	85	70	80	65	75
19,000	19,999	93	98	88	98	83	93	78	88	73	83
20,000	20,999	102	107	97	107	92	102	87	97	82	92
21,000	21,999	110	115	105	115	100	110	95	105	90	100
22,000	22,999	118	123	113	123	108	118	103	113	98	108
23,000	23,999	127	132	122	132	117	127	112	122	107	117
24,000	24,999	135	140	130	140	125	135	120	130	115	125
25,000	25,999	143	148	138	148	133	143	128	138	123	133
26,000	26,999	151	157	147	157	142	152	137	147	132	142
27,000	27,999	159	165	155	165	150	160	145	155	140	150
28,000	28,999	-	173	163	173	158	168	153	163	148	158
29,000	29,999	-	182	172	182	167	177	162	172	157	167
30,000	30,999	-	190	180	190	175	185	170	180	165	175
31,000	31,999	-	198	188	198	183	193	178	188	173	183
32,000	32,999	-	206	196	206	192	202	187	197	182	192
33,000	33,999	-	214	204	214	200	210	195	205	190	200
34,000	34,999	-	222	212	222	208	218	203	213	198	208
35,000	35,999	-	-	-	-	217	227	212	222	207	217
36,000	36,999	-	-	-	-	225	235	220	230	215	225
37,000	37,999	-	-	-	-	233	243	228	238	223	233
38,000	38,999	-	-	-	-	241	251	237	247	232	242
39,000	39,999	-	-	-	-	249	259	245	255	240	250
40,000	40,999	-	-	-	-	257	267	253	263	248	258
41,000	41,999	-	-	-	-	-	-	262	272	257	267
42,000	42,999	-	-	-	-	-	-	270	280	265	275
43,000	43,999	-	-	-	-	-	-	278	288	273	283
44,000	44,999	-	-	-	-	-	-	266	296	282	292
45,000	45,999	-	-	-	-	-	-	294	304	290	300
46,000	46,999	-	-	-	-	-	-	302	312	298	308
47,000	47,999	-	-	-	-	-	-	310	320	307	317
48,000	48,999	-	-	-	-	-	-	-	-	315	325
49,000	49,999	-	-	-	-	-	-	-	-	323	333
50,000	50,999	-	-	-	-	-	-	-	-	331	341

Availability is limited to those families earning 85% or less than the SMI.

Boldface figures represent 50% SMI.

Family size of seven (7) or more should be treated the same as a family of six (6).

Effective: October 1, 2004

DECCD Provider Reimbursement Rates

Licensed Centers/Group Child Care Homes	Tier 1	Tier 2	Tier 3
Full Time	-	-	-
0-12 mo	86.52	78.28	-
13-36 mo	82.40	75.19	-
3-5 years	78.28	72.10	-
Summer 5-13 years	76.00	71.07	-
Special Needs (all ages)	91.00	85.49	-
Part Time	-	-	-
0-12 mo	43.26	39.14	-
13-36 mo	42.23	38.11	-
3-5 years	40.17	36.05	-
5-13 years	46.35	42.23	-
Special Needs (all ages)	47.38	43.26	-
Family Child Care Homes/In Home Child Care	Tier 1	Tier 2	Tier 3
Full Time	-	-	-
0-12 mo	62.83	56.65	45.32
13-36 mo	59.74	54.59	43.26
3-5 years	56.65	51.50	41.20
Summer 5-13 years	55.62	50.47	40.17
Special Needs (all ages)	66.95	60.77	48.41
Part Time	-	-	-
0-12 mo	31.93	28.84	22.66
13-36 mo	30.90	27.81	22.66
3-5 years	28.84	25.75	20.60
5-13 years	28.84	25.75	20.60
Special Needs (all ages)	33.99	30.90	24.72

**MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
CHILD ABUSE AND NEGLECT CENTRAL REGISTRY CHECK**

Return to DECCD.

NOTE: Incomplete or unsigned forms will be returned unprocessed.

1. IN-HOME PROVIDER NAME _____ MAILING ADDRESS _____ CITY _____ ZIP _____	PHYSICAL ADDRESS, IF DIFFERENT THAN MAILING ADDRESS _____ _____ COUNTY OF RESIDENCE _____ PHONE _____ (Home) (Cell)
--	---

2. PLEASE LIST ALL PERSONS LIVING IN THE HOME OVER 18, relative and non-relative					
NAME (LIST YOURSELF FIRST)	SEX	BIRTH DATE	RELATION TO YOU	SOCIAL SECURITY NUMBER	SIGNATURE & DATE
1.			SELF		
2.					
3.					
4.					
5.					

By signing this form, I give the Mississippi Department of Human Services, Division of Early Childhood Care & Development permission to request an MDHS Child Abuse And Neglect Central Registry back ground check. I understand that this information will only be used for determining provider eligibility and will not be re-disseminated to other persons or used for other purposes. I understand that if I fail to accurately report ALL persons over the age 18 living in the home, I may be suspended/barred from participation in the certificate program.

This section will be completed by MDHS

No identifying information was found in the Central Registry
The following information was found in the Central Registry (attached)

Signature of MDHS Representative _____ Date _____

~~PROVIDER REPORT OF UNDERPAYMENT FORM~~

~~DECCD Mississippi Child Care Payment Program~~

~~INSTRUCTIONS~~

- ~~1. All requests for adjustments to providers due to underpayment by DECCD must be submitted on this form.~~
- ~~2. All forms must be typewritten or printed in ink.~~
- ~~3. Copies of all supporting documentation must be included with this form.~~
- ~~4. The Provider/Center Name, Provider/Center ID, mailing address, phone number must be included on the form. All incomplete forms will be returned to the provider.~~
- ~~5. This request form must be submitted within ten days of receipt of incorrect payment in order to be considered for adjustment.~~
- ~~6. The reason for request must be clear and detailed.~~
- ~~7. This form must be signed by an authorized representative.~~
- ~~8. The child care provider is responsible for including copies of all sign in and out sheets needed to support their report.~~
- ~~9. Burden of proof rests with the provider. If appropriate documentation cannot be supplied to support this report, no adjustments will be made.~~
- ~~10. Use additional forms as needed.~~
- ~~11. Return this form to:~~

~~DECCD~~
~~P.O. Box 352~~
~~Jackson, Mississippi 39202~~

~~SECTION I: PROVIDER INFORMATION~~

~~Provider/Center Name~~

~~Provider/Center ID Number:~~

~~Provider Phone Number:~~

~~Mailing Address:~~

~~City:~~

~~State:~~

~~ZIP Code:~~

~~SECTION II: REASON FOR REQUEST~~

~~SECTION III: ADJUSTMENT REQUEST~~

~~Child Name:~~

~~Month of Care:~~

~~Days missing from payment~~

~~Signature of Authorized Representative~~

~~Date~~

PROVIDER REQUEST FOR CHILD INFORMATION CORRECTION FORM

DECCD Mississippi Child Care Payment Program

INSTRUCTIONS

1. ~~All requests for corrections of child information must be submitted on this form.~~
2. ~~All forms must be typewritten or printed in ink.~~
3. ~~Copies of all supporting documentation must be included with this form.~~
4. ~~The Provider/Center Name, Provider/Center ID, mailing address, phone number must be included on the form. All incomplete forms will be returned to the provider.~~
5. ~~This form must be signed by an authorized representative.~~
6. ~~Burden of proof rests with the provider. If appropriate documentation cannot be supplied to support this report, no corrections will be made.~~
7. ~~Use additional forms as needed.~~
8. ~~Return this form to:~~

DECCD
P.O. Box 352
Jackson, Mississippi 39202

SECTION I: PROVIDER INFORMATION

Provider/Center Name

Provider/Center ID Number:-

Provider Phone Number:-

Mailing Address:-

City:-

State:-

ZIP Code:-

SECTION II: CHILDREN MISSING FROM LEDGER/LIST OF AUTHORIZATIONS

Child Name:-

Parent Name:-

Date Care Began:-

SECTION III: CHILDREN TO BE REMOVED FROM LEDGER/LIST OF AUTHORIZATIONS

Child Name:-

Parent Name:-

Date Care Began:-

SECTION IV: CHILDREN WITH INCORRECT REIMBURSEMENT RATES

Child Name:-

Current Rate:-

Corrected Rate:-

SECTION V: CHILDREN WITH INCORRECT CARE STATUS (FT VS FT/PT)

Child Name:-

Current Rate

Corrected Rate:-

SECTION VI: OTHER CORRECTIONS NEEDED

Child Name:-

Correction Request:-

Signature of Authorized Representative

Date

~~Title 18: Human Services~~

~~Part 17: Division of Early Childhood Care and Development~~

~~Part 17 Chapter 1: Child Care Payment Program Policy Manual~~

~~-~~

~~MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
DIVISION OF EARLY CHILDHOOD CARE AND DEVELOPMENT
750 NORTH STATE STREET, SUITE 507
JACKSON, MISSISSIPPI 39202~~

~~MISSISSIPPI CHILD CARE PAYMENT PROGRAM POLICY MANUAL~~

| ~~Filed~~ FFY 2013

| Effective: ~~March 7, 2014~~ April 7, 2014

Notice:–

Because of the statewide rollout of the Mississippi eChildcare component of the Mississippi Child Care Payment Program, please refer the table below to determine which dates and chapters of this document apply to providers across the State.

Chapter Number	Applicable Dates	Applicable Providers
Chapter 1	March 7, 2014 <u>April 7, 2014</u>	All providers using the E-Ledger system.
Chapter 2	March 7, 2014 <u>April 7, 2014</u>	All providers using the MS-eChildcare system. This includes providers voluntarily participating in the pilot program and all contracted slot providers. This chapter will apply to all providers once eChildcare is ready for statewide implementation.

Contents

<u>INTRODUCTION</u>	8
<u>SECTION 100: CHILD CARE SERVICES</u>	9
<u>100.01 PURPOSE OF FUNDING SOURCE</u>	9
<u>100.02 LEGAL AUTHORITY</u>	9
<u>100.03 RESPONSIBILITIES AND THE RIGHT TO PARENTAL CHOICE</u>	9
<u>100.04 NON DISCRIMINATION POLICY</u>	10
<u>100.05 SAFEGUARDING INFORMATION</u>	10
<u>CHAPTER 1</u>	11
<u>SECTION 101: CHILD CARE PAYMENT PROGRAM</u>	11
<u>101.01 POLICIES FOR THE CHILD CARE PAYMENT PROGRAM</u>	11
<u>101.02 ELIGIBILITY PRIORITY POPULATIONS</u>	11
<u>SECTION 102: CRITERIA FOR CHILD CARE SERVICES</u>	13
<u>102.01 ELIGIBLE PROVIDERS</u>	13
<u>102.02 APPLICATION PROCEDURES</u>	15
<u>102.03 WAITING LIST</u>	15
<u>102.03 ELIGIBILITY DETERMINATION FOR SERVICES</u>	16
<u>102.04 RE DETERMINATION</u>	23
<u>SECTION 103: CO PAYMENT FEES</u>	24
<u>103.01 DETERMINING CO-PAYMENT FEES</u>	24
<u>103.02 ASSESSING CO-PAYMENT FEES PER CHILD</u>	24
<u>103.03 NON-PAYMENT OF CO-PAYMENT FEES</u>	25
<u>103.04 CO-PAYMENT RECOUPMENT/REPAYMENT</u>	25
<u>103.05 PRORATING CO-PAYMENT FEES</u>	25
<u>SECTION 104: PAYMENTS TO PROVIDERS FOR CHILD CARE SERVICES</u>	26
<u>104.01 SIGN IN/OUT SHEETS</u>	26
<u>104.02 PAYMENT LEDGER PROCESSES</u>	26
<u>104.03 LEDGER PAYMENTS</u>	26
<u>104.04 RATES AND CENTER POLICIES</u>	26
<u>104.04 OVER-PAYMENTS AND UNDER-PAYMENTS</u>	28
<u>104.06 ABSENTEES AND NOTICE</u>	28
<u>SECTION 105: INTERRUPTION OF CHILD CARE SERVICES</u>	29
<u>105.01 ALLOWABLE LEAVE TIME FOR PARENTS</u>	29

<u>105.02 REASONS FOR TERMINATION</u>	30
<u>105.03 CHANGE IN PROVIDER</u>	31
<u>Section 106 DISPUTES</u>	32
<u>106.01 PARENTAL AND PROVIDER DISPUTES</u>	32
<u>SECTION 107: FRAUD AND ABUSE</u>	33
<u>107.01 POLICY STATEMENT</u>	33
<u>107.02 SUSPECTED FRAUD OR ABUSE OF FUNDS</u>	33
<u>107.03 RECOUPMENT OF FUNDS</u>	33
<u>107.04 FINAL DISPOSITION FOR ACTION</u>	34
<u>SECTION 108: MONITORING</u>	35
<u>108.01 MONITORING PROCEDURE</u>	35
<u>108.02 SUSPENSION AND DEBARMENT</u>	36
<u>Section 109 PROVIDER REIMBURSEMENT LEVELS</u>	37
<u>GLOSSARY OF TERMS</u>	39
<u>CHAPTER 2</u>	45
<u>SECTION 101: CHILD CARE PAYMENT PROGRAM</u>	45
<u>101.01 ELIGIBILITY FOR THE CHILD CARE PAYMENT PROGRAM</u>	45
<u>101.02 ELIGIBILITY PRIORITY POPULATIONS</u>	45
<u>SECTION 102: CRITERIA FOR CHILD CARE SERVICES</u>	46
<u>102.01 ELIGIBLE PROVIDERS</u>	46
<u>102.02 PROVIDER REIMBURSEMENT LEVELS</u>	47
<u>102.03 APPLICATION PROCEDURES</u>	50
<u>102.04 WAITING LIST</u>	50
<u>102.05 ELIGIBILITY DETERMINATION FOR SERVICES</u>	51
<u>102.06 RE-DETERMINATION</u>	57
<u>SECTION 103: CO-PAYMENT FEES</u>	59
<u>103.01 DETERMINING CO-PAYMENT FEES</u>	59
<u>103.02 ASSESSING CO-PAYMENT FEES PER CHILD</u>	59
<u>103.03 NON-PAYMENT OF CO-PAYMENT FEES</u>	60
<u>103.04 CO-PAYMENT RECOUPMENT/REPAYMENT</u>	60
<u>103.05 PRORATING CO-PAYMENT FEES</u>	60
<u>SECTION 104: MISSISSIPPI ECHILDCARE</u>	61
<u>104.01 DESCRIPTION OF POS AND IVR USE</u>	61

<u>104.02 CLIENT RESPONSIBILITIES FOR RECORDING CHILD ATTENDANCE</u>	62
<u>SECTION 105: PAYMENTS TO PROVIDERS FOR CHILD CARE SERVICES</u>	64
<u>105.01 SIGN-IN/OUT SHEETS</u>	64
<u>105.02 PAYMENTS</u>	64
<u>105.03 CONDITIONS OF PAYMENT</u>	65
<u>105.04 ABSENTEES AND NOTICE</u>	66
<u>106.01 ALLOWABLE LEAVE TIME FOR PARENTS</u>	68
<u>106.02 REASONS FOR TERMINATION</u>	69
<u>105.03 CHANGE IN PROVIDER</u>	70
<u>Section 107 DISPUTES</u>	71
<u>107.01 PARENTAL AND PROVIDER DISPUTES</u>	71
<u>SECTION 108: FRAUD AND ABUSE</u>	72
<u>108.01 POLICY STATEMENT</u>	72
<u>108.02 SUSPECTED FRAUD OR ABUSE OF FUNDS</u>	72
<u>108.03 RECOUPMENT OF FUNDS</u>	72
<u>108.04 FINAL DISPOSITION FOR ACTION</u>	73
<u>SECTION 109: MONITORING</u>	74
<u>109.01 MONITORING PROCEDURE</u>	74
<u>109.02 SUSPENSION, DEBARMENT, AND PENALTIES</u>	75
<u>GLOSSARY OF TERMS</u>	78

APPENDICES:

- Appendix A: ~~Child Care Services Application~~
- Appendix B: ~~Parent's Statement of Agreement~~
- Appendix C: ~~Child Care Documentation Checklist~~
- Appendix D: ~~Guardianship/In Loco Parentis Verification~~
- Appendix E: ~~Verification of Application for Child Support Services~~
- Appendix F: ~~Child Care Certificate & Parent(s) Rights~~
- Appendix G: ~~Child Care Provider Statement of Agreement~~
- Appendix H: ~~Basic Health, Safety and Nutrition Assurances For Unlicensed Child Care Providers~~
- Appendix I: ~~Referral to the Boys and Girls Clubs and TANF/TCC Referral Process~~
- Appendix J: ~~Referral for Child Care Services Protective Services & Foster Care~~

~~Appendix K: Notification of Termination of Child Care Services~~
~~Appendix L: Redetermination Form~~
~~Appendix M: Monthly Child Care Co-payment Fees for Parents~~
~~Appendix N: DECCD Weekly Child Care Reimbursement Tiers~~
~~Appendix O: Child Abuse and Neglect Central Registry Check~~
~~Appendix P: Provider Report of Under Payment Form~~

~~MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
Division of Early Childhood Care and Development
CHILD CARE PAYMENT PROGRAM POLICY MANUAL~~

INTRODUCTION

~~Section 100—This Policy Manual establishes policies and procedures for the Division of Early Childhood Care and Development in the administration of the Child Care Payment Program (CCPP).—~~

~~Section 101—The Division of Early Childhood Care and Development (DECCD) establishes policy in compliance with the Child Care and Development Block Grant Act, as amended, the Child Care and Development Fund (CCDF) regulations, and the CCDF State Plan.—~~

~~Section 102—Parental choice in the selection of a child care provider is the cornerstone of the Child Care and Development Fund. Services to eligible parents are to be provided as quickly and efficiently as possible, subject to the availability of funds. DECCD should make available to all child care providers and parents all policies herein specifying duties, requirements, and responsibilities required of them. DECCD must also make available training on the policy herein, for all licensed and unlicensed child care providers serving certificate children, no less than annually. The person designated to attend may be the Director, Owner, or an authorized representative. Participation in training is required for all providers.—~~

~~SECTION 100: CHILD CARE SERVICES~~

~~100.01 PURPOSE OF FUNDING SOURCE~~

- ~~(1) This manual sets forth policies and procedures for the Mississippi Child Care Payment Program (CCPP), funded by the Child Care and Development Fund (CCDF) and administered by the Mississippi Department of Human Services (MDHS), Division of Early Childhood Care and Development (DECCD).~~
- ~~(2) The purpose of the Child Care and Development Fund, according to federal regulations, is to "increase the availability, affordability, and quality of child care services." The goal of DECCD through the CCPP is to offer a seamless system of high quality child care which supports both children and their families, and operates within federal guidelines.~~
- ~~(3) CCDF funds will be used to provide child care services for Temporary Assistance for Needy Families (TANF), Transitional Child Care (TCC) Families, and eligible families at risk of going on TANF with very low income and low income. Very low income families are those whose income is at or below 50 percent of the State Median Income (SMI). Low income families whose income falls above 50 percent and at or below 85 percent of the SMI.~~

~~100.02 LEGAL AUTHORITY~~

- ~~(1) Title VI Child Care and Development Fund (CCDF)~~

~~Legislation: Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (P.L. 104 193).~~

~~Regulations: 45CFR Parts 98 and 99 and Final Regulations published in the Federal Register, July 24, 1998 at 63 FR 39981.~~

~~100.03 RESPONSIBILITIES AND THE RIGHT TO PARENTAL CHOICE~~

- ~~(1) Parents are legally and morally responsible for their children and have the right to select the child care provider of their choice.~~
- ~~(2) Child care providers are responsible for providing a safe and secure, high quality educational, nurturing environment for children in their care.~~
- ~~(3) DECCD must assist parent(s) in assessing their child care needs and, upon request, provide a list of licensed facilities for parent(s) who do not have a ready choice. DECCD will not influence parent(s) to choose a particular provider and/or facility.~~

~~**100.04 NON-DISCRIMINATION POLICY**~~

~~Individuals shall not be discriminated against on the basis of race, color, sex, national origin, religion, age, or handicapping conditions in the provision of child care services.~~

~~**100.05 SAFEGUARDING INFORMATION**~~

~~Employees of DECCD and child care providers are prohibited from using or disclosing any information concerning a parent's use of services for any purpose not in conformity with federal and state requirements, except with the written consent of the parent or authorized representative. The public will not be able to request a copy of client information and/or records. An authorized representative is an individual who has the legal right to speak or act on the parent's behalf. Documentation of this designation must be contained in the parent's file.~~

CHAPTER 1

SECTION 101: CHILD CARE PAYMENT PROGRAM

101.01 POLICIES FOR THE CHILD CARE PAYMENT PROGRAM

~~The child care certificate is a document issued directly to eligible parent(s) or authorized representatives, provided that funds are available. The certificate allows the parent to select the child care provider of his/her choice.~~

101.02 ELIGIBILITY PRIORITY POPULATIONS

~~If funds are available, children must be served on a first come, first served basis in order of eligibility priority. Applications must be date stamped as they are received. CCDF child care services will be available to children of parents according to the following priorities:~~

- ~~1st—Child Care for Temporary Assistance for Needy Families (TANF)~~
- ~~2nd—Child Care for Transitional Child Care (TCC)~~
- ~~3rd—Children of very low income working parent(s) whose income is at or below 50 percent of the State Median Income (SMI) who are at risk of going on TANF, in the following order:~~
 - ~~A.—Children in Protective Services or Foster Care;~~
 - ~~B.—Children with Special Needs (up to 85% of the SMI);~~
 - ~~C.—Children of parent(s) deployed in the Mississippi National Guard, or Reserve (up to 85% of the SMI);~~
 - ~~D.—Children of Teen Parent(s) currently enrolled in high school full time;~~
 - ~~E.—Children served by the Healthy Homes Mississippi home visitation program;~~
 - ~~F.—Children of all other eligible parent(s) at this income level, including parents enrolled in an approved educational program, whether working or not.~~

~~4th—Based upon the availability of funding, children of parent(s) working the required 25 hours per week and/or are enrolled in an approved educational program whose income falls above 50 percent of the SMI and at or below 85 percent of the SMI.~~

~~SECTION 102: CRITERIA FOR CHILD CARE SERVICES~~

~~102.01 ELIGIBLE PROVIDERS~~

~~(1) — Parents have the right to choose the type of child care they would like for their child. — The Division of Early Childhood Care and Development has categorized the choices available to parents as follows: a licensed child care center, group home, family child care home, or in-home child care provider. Parents shall select a CCPP approved provider. — No payments shall be issued for care provided while a provider is seeking to become a CCPP approved provider. — See Glossary of Terms for definitions of each.~~

~~(2) — i. — Child Care Centers and Group Homes~~

~~In order to receive reimbursement for services rendered, a child care center or group home must be licensed by the Mississippi State Department of Health. — A copy of the license must be filed with DECCD annually upon renewal. — The child care center or the group home must have a current license. Additionally, these licensed centers must remain in compliance at all times with the Mississippi State Department of Health's Regulations Governing Licensure of Child Care Facilities.~~

~~ii. — If a center's license expires and services are being provided for children on the CCPP, DECCD *may* continue to pay the provider under the following conditions:~~

~~A. — The Health Department has not officially closed the center;~~

~~B. — The center's director submits a written request, on center letterhead, for child care payments to continue; and~~

~~C. — The center provides copies of the licensing renewal fee payment, documentation of a current inspection, and a copy of correspondence from the licensing division stating why the license has not been renewed; and~~

~~D. — A center with an expired license will be reimbursed for children with a current certificate up to the time frame allowed by the Mississippi State Department of Health; however, no new certificates will be issued until the license is renewed.~~

~~E. — No payments will be issued for care provided while a provider is seeking to become an approved provider. —~~

~~The decision to continue payments under these circumstances is solely at the discretion of the Director of the Division of Early Childhood Care & Development. All requests for payments under these conditions shall be submitted in the form of a written request to the Director describing the basis for the request to waive Provider Termination.~~

~~(3) — i. — Family Day Care Homes and In-Home Providers~~

~~In order to receive reimbursement, all unlicensed providers must keep a record of immunizations for themselves and all children in their care in the form of a Form 121 Certificate of Immunization issued by the Department of Health, and a copy of~~

~~the Basic Health, Safety and Nutrition Assurances. A signed copy of the Basic Health, Safety and Nutrition Assurances certifying that they will follow the guidelines should also be filed with DECCD. Individual, unlicensed providers must be at least eighteen (18) years of age and are prohibited by law from keeping more than five (5) children who are not related to the provider within the third degree computed according to civil law. A child care provider may not be reimbursed if they reside in the same household as the child(ren). Proof of separate residence may be required. Proof of residence will be established with a current driver's license or state issued I.D. and another form of identification that reflects the same address. A current bank statement, cell phone bill, utility bill or cable bill are acceptable. Addresses must match the address given as the location of care submitted on the application.~~

- ~~ii. In order for an unlicensed in-home provider to become/remain a CCPP approved provider, all individuals over the age of 18 years (relative or non relative) residing and/or working full/part time in the provider's residence shall submit all required information to undergo the Child Abuse and Neglect Central Registry Check. This information is submitted on the Child Abuse and Neglect Central Registry Check Form 107 with the initial provider application, and annually once approved. Providers will be deemed ineligible to participate in the certificate program in the event that they have prior convictions of child abuse and/or neglect. If an individual residing and/or working with the provider in the provider's home is found to have a prior conviction of child abuse and/or neglect, eligibility will be suspended/denied until such time as the provider can provide proof that the offending individual no longer resides in the home. Failure on the part of the provider to accurately complete Form 107 may result in suspension/debarment from participation in the CCPP. Additionally, funds shall be recouped.~~
- ~~iii. No payments will be issued for care provided while a provider is seeking CCPP Approved Provider status. Approval is attained by successful completion of the Child Care Provider Application located at www.childcareinfo.ms.~~

~~102.02 APPLICATION PROCEDURES~~

- ~~(1) DECCD will accept applications throughout the year. Referrals for TANF, Healthy Homes Mississippi, or Family & Children's Services clients are accepted throughout the year from Case Managers. All families eligible to receive services will be added to the CCPP, as funding allows. Families will be served by date of application and eligibility priority level.~~
- ~~(2) Applications can be obtained by calling DECCD's toll free number, submitting a request through email/postal mail, or by visiting DECCD's website.~~
- ~~(3) After completing the application, parents/guardians can return the application and all required documentation by postal or electronic mail. Once all required documentation is received, DECCD will review the information to determine eligibility and send a written notice of eligibility, or ineligibility, or non-availability of funds within 10 business days, unless a Waiting List is in effect. Refer to Section 102.03 for policies and procedures when a Waiting List for services exists. If the parent falls within an eligibility priority group for which funds are available, a certificate will be issued and mailed to the parent, who has up to ten business days to return the signed certificate to DECCD. Once the 10 day window has expired, the certificate will be considered abandoned and voided.~~
- ~~(4) Parents must select a CCPP approved provider. No payments will be issued for care provided while a provider is seeking to become an approved provider. A list of CCPP Approved Providers is available at www.childcareinfo.ms.~~

~~102.03 WAITING LIST~~

- ~~(1) DECCD will accept applications for services throughout the year. All families eligible to receive services will be added to the CCPP, as funding allows, and notified by September 1st. Families will be served according to the date of application and eligibility priority level. All other applications will be placed on a waiting list, in order of date received, by eligibility priority until May 31st. Any families on the waiting list not served prior to May 31st must reapply annually in the months of June, July, and August.~~
- ~~(2) When a Waiting List for the CCPP exists, applications for services will be date stamped and categorized by priority level. Applicants will receive written notice that they are on the Waiting List once the application is processed for eligibility. Applicants can refer to www.childcareinfo.ms to determine if a Waiting List for CCPP exists. Applicants who request applications by phone will be informed of the Waiting List by CCPP staff.~~
- ~~(3) If/When funds become available during the program year; certificates shall be issued by eligibility priority. All existing Priority 3A parents should be served first; second, those who were enrolled in an educational/training program the semester prior to the beginning~~

of the waiting list; third, those on waiting list by order of application date; fourth, existing Priority 3B parents; fifth, those who were enrolled in an educational/training program in the semester prior to the beginning of the waiting list; sixth, add waiting list parents by date of application and so on.

~~102.03 ELIGIBILITY DETERMINATION FOR SERVICES~~

~~(1) Eligibility Guidelines by Priority Group~~

- ~~A. TANF Parent(s) TANF clients are not required to complete an application form. Eligibility for CCPP for TANF parent(s) is determined by the MDHS, Division of Economic Assistance Case Manager for full or part time care. TANF clients will receive a certificate based on the referral and termination dates entered by the TANF Case Manager. The TANF parent is required to participate in an allowable TANF program activity. Each participant must comply with all the requirements of the TANF program.~~
- ~~B. TCC Parent(s) Clients referred for Transitional Child Care are not required to complete an application form. Eligibility for TCC should be determined by the MDHS, Division of Economic Assistance Case Manager. TCC clients will receive a certificate based on the referral and termination dates entered by the Case Manager. Terminations to clients receiving TCC can also occur when DECCD determines that the client is not in compliance with case requirements prescribed by the MDHS Division of Child Support Enforcement.~~
- ~~C. Very Low income, At Risk of Going on TANF In order to qualify for full time child care, the parent must be working at least 25 hours per week, or be enrolled full time in high school, enrolled in a full time GED program, or other approved educational or training program. Unpaid work hours required to complete course work for the school curriculum and/or work study may be counted toward the work requirement for the parent. Documentation must be provided. In a two parent family, each parent must be working at least 25 hours per week or one parent must be working at least 25 hours per week and the other parent must be enrolled in an approved full time educational or training program. The family's gross income must be at 50 percent or below the State Median Income. Children with special needs and children of deployed parents may be served in this Priority up to 85% of the SMI. Irregular hours of employment and income should be averaged.~~
- ~~D. Low income, At Risk of Going on TANF In order to qualify for full time child care, the parent must be working at least 25 hours per week, or be enrolled full time in high school or enrolled in a full time GED program, or other approved educational or training program. Unpaid work hours required to complete course work for the school curriculum and/or work study may be counted toward the work requirement for the parent. Documentation must be provided. In a two parent~~

~~family, each parent must be working at least 25 hours per week or one parent must be working at least 25 hours per week and the other parent must be enrolled in an approved full-time educational or training program. The family's gross income must be at or above 50 percent of the State Median Income and at or below 85 percent of the State Median Income. Irregular hours of employment and income should be averaged.~~

- ~~E. Post-Secondary Students Certificates should only be written for one semester/quarter at a time. The beginning date of the certificate should be the first day of the month of class, for which proof of enrollment was provided, and the ending date is the last day of the month ending the semester. Students should be allowed 30 days from the ending date of the previous semester to complete the application process. Graduating seniors will have up to 60 days to find employment before their certificate is terminated, unless determined eligible otherwise.~~
- ~~F. Resident In/Out of State Students If a parent attends school in/out of state, the application should be made in the parent's name using the address where the child(ren) resides. Parents with residences outside the State of Mississippi should apply with their state of residence.~~
- ~~G. The 25 hours per week work requirement is reduced for foreign students who hold a VISA because they are permitted to work only on campus for 20 hours per week. In order to remain eligible a copy of the VISA must be submitted annually to make sure it is current.~~
- ~~H. Foster Children and children in Protective or Preventive Services are eligible for child care services without regard to the income of the guardian. Foster children, and children in Protective or Preventive Services will receive funding based on the referral and termination by the Case Manager, no application is required. When a child's case is closed by the Division of Family and Children's Services, that agency will send a Notification of Termination of Child Care for children receiving services through Foster Care, Protective Services or Prevention Services to DECCD.~~
- ~~I. Parents may apply for a certificate that have been laid off or have lost their job for other reasons. These certificates will be issued for 60 days from the parent(s) last date of employment. This policy only applies when a parent notifies DECCD of the loss of employment within 10 business days of the loss.~~
- ~~J. Children being served by the MDHS Healthy Homes Mississippi (HHM) home visitation program are eligible for child care services without regard to income. Children will be served based on referral and termination information received from HHM Family Support Workers.~~

~~(2) — Income to Be Considered in Calculating Total Family Income~~

- ~~A. — Gross income of applicant and spouse should be considered if the spouse is living in the home. Do not consider a spouse's income if they are separated and residing in a separate residence. All income above or less than 40 hours per week is considered irregular income. Irregular income and commissions should be averaged. For commissions and tips, the amount on the paycheck stub or statement from an employer should be averaged and added to regular work income. Do not consider bonus monies as income. If a parent is self employed, individual/family total income is considered.~~
- ~~B. — Social Security benefits for parents and child(ren) must be counted as income.~~
- ~~C. — If a parent receives Supplemental Security Income (SSI), it should be counted as income. If a child(ren) receives SSI, the SSI for the child(ren) should not be counted as income.~~
- ~~D. — Income earned by an adult living in the home, not married to the applicant but who is the biological parent of the child for whom services are being requested, should be counted. Income or work status of another adult residing in the home with the applicant to whom the applicant is not married, should not be counted. Do not include these individuals in determining the size of the household unless they are the biological parents of the child(ren) for whom application for service is being made.~~
- ~~E. — i. — All parents must comply with Child Support Enforcement requirements in order to receive a child care certificate(s). A Verification for Child Support Services Form should be mailed to parents as part of the Child Care Payment Program Application packet. Parents must complete the Verification Form and return it to DECCD as part of the completed application. In the case of TANF and TCC clients, information needed for this verification is provided in the referral made by the TANF/TCC Caseworker.~~
 - ~~ii. — All single or separated parents who do not currently have an open child support case must contact the MDHS County Child Support Office for an appointment to open a case(s) or to request a statement that the child or children are exempt and the parent is excused from cooperating. Married parents are not required to go through the MDHS, Division of Child Support Enforcement. This includes parents who have an existing order for child support issued by a judge.~~
 - ~~iii. — MDHS, Division of Child Support Enforcement may provide exemptions~~

based upon Claims of Good Cause such as, but not limited to:

- a. ~~The noncustodial parent has caused physical and/or emotional harm to the child.~~
- b. ~~Physical and/or emotional harm caused by the noncustodial parent to the relative caring for the child limiting the custodial parent's ability to care for the child.~~
- c. ~~A child conceived as a result of incest or rape.~~
- d. ~~Pending legal adoption proceedings.~~
- e. ~~A public or private social services agency assisting you, the custodial parent, to decide whether to keep the child or to release the child for adoption.~~

iv. ~~When the completed Verification for Child Support Form is received by DECCD, the following steps will occur:~~

- a. ~~If the parent has checked yes in the first column, indicating that they have a Child Support case through DHS, pull up the Child Support website,~~
- b. ~~Search by parent's Social Security Number,~~
- c. ~~Click select and pull up and print the parent's information, including payments,~~
- d. ~~Attach the printout to the application and use the amount when calculating income and co-payment for the parent,~~
- e. ~~At annual re-certification, repeat step iii above.~~

F. ~~Any parent enrolled full-time in high school or in a GED program may make an application in his/her own name, as a family unit separate from his/her parent. If the teen parent is living with his/her parent(s), the parent of the teen must meet the work requirements; however, the teen's parents' income should not be considered. If a teen parent lives in the home with her parent(s) or guardian, then the parent(s) or guardian of a teen parent under the age of 18 must sign the certificate and forms along with the teen parent.~~

G. ~~No adult living in the home with the child may be paid for child care. The biological parent of a child shall not be reimbursed for providing child care for his/her own child(ren) regardless of the location of their residence.~~

~~(3) Documents Required for Eligibility Determination~~

A. ~~Income Documents:~~

- i. ~~Two paycheck stubs from within the past 30 days. If paid once a month, only one check stub is required.~~

- ii. ~~If a new job, the employer's letter on employer's company letterhead or employer's notarized statement verifying employment, income, rate of pay and number of hours worked. Actual check stubs must be submitted within 30 days.~~
- iii. ~~Parents paid in cash should obtain a certified letter from the employer on company letterhead or employer's notarized statement verifying employment, income, rate of pay and number of hours worked.~~
- iv. ~~Parents employed by temporary agencies may be certified with an original letter from an employer on company letterhead verifying employment, rate of pay, and number of hours worked. The letter of employment must be followed up with check stubs within 30 days.~~
- v. ~~Copy of Estimated Quarterly Tax Report if self employed, or another form of income documentation approved by DECCD. The other acceptable form of income documentation includes a Federal 1040 Tax Form including the Profit or Loss Statement (Schedule C). DECCD will use the Total Sales and Receipts amount located on the Profit/Loss Statement to determine if the work requirement has been met. DECCD will use the amount located on line 22 of the Federal 1040 Tax Form to determine income eligibility.~~
- vi. ~~The Work Number, an automated service is an option for income and employment verification. This service is an acceptable source for documenting employment and income. THE WORK NUMBER can be used instead of the employer's notarized statement or information on the employer's letterhead. Therefore, copies of check stubs are NO LONGER required to be submitted for those parents whose employment uses The Work Number Service. THE WORK NUMBER'S website is www.theworknumber.com, e-mail address is govinfo@theworknumber.com or 1-800-660-3399.~~

~~B. Educational Documents:~~

- i. ~~Parents enrolled in an approved educational program must provide enrollment documentation in the form of a letter from the institution's registrar confirming current full time enrollment. GED classes should be handled the same as any other approved educational training.~~

~~C. Additional Required Documentation:~~

- i. ~~Long Form Birth Certificate — A 90 day grace period shall be allowed to receive the birth certificate for a newborn. A 30 day grace period shall be~~

~~allowed for all other children.~~

- ~~ii. Verification of social security numbers can be obtained from a copy of the social security card, the Form 121 Certificate of Immunization issued by the Mississippi Department of Health, or other official document showing the child's and/or a parent's name and social security number.~~
- ~~iii. DECCD must provide a statement that makes it clear to CCPP applicants that the provision of a Social Security Number is voluntary and that benefits will not be denied or withheld for the failure to furnish a Social Security Number. Instructions will be given to parents explaining how the Social Security Number will be used if provided, in order to encourage applicants who choose to provide them (e.g. to identify individuals with the same name).~~
- ~~iv. If it is necessary for parents to supply additional documentation of proof of residence, the parent must supply a current driver's license or state issued I.D. and a current bank statement, cell phone bill, utility bill or cable bill. The addresses on the driver's license, I.D. and bank statement/bill must match and corroborate the address of residence supplied to DECCD.~~

~~(4) Requirements for a Disabled Parent~~

- ~~A. If a two-parent family applies for assistance and one parent is working and the other has a disability and is unable to care for the child(ren) as a result, child care can be provided if a written statement is submitted by a physician stating the nature of the disability and that the parent is unable to care for the child(ren).~~
- ~~B. If a single parent has a disability and has a physician's statement stating the nature of the disability and that the parent is unable to care for the child(ren), the application should be made in the responsible guardian's name. The responsible guardian is the person responsible for the parent's affairs; the guardian must meet the work requirement. The disabled parent's Supplemental Security Income should be used to calculate the co-payment fee.~~
- ~~C. If a single parent is disabled and there is no guardian, the application should be in the single parent's name. Child care can be provided if a written statement is submitted by a physician stating the nature of the disability and that the parent is unable to care for the child(ren).~~
- ~~D. If the guardian with whom the child(ren) reside(s) has a disability, child care can be provided if a written statement is submitted by a physician stating the nature of the disability and that the guardian is unable to care for the child(ren). Verification of cooperation with Child Support Enforcement is required if the biological parents~~

are not deceased.

~~(5) — Parents enlisted in the United States Military and Deployed~~

~~When parents are enlisted in the United States Military and deployed, the eligibility should remain the same until the parent can provide the Military Income. The parent should provide the Military Income as soon as he or she has documentation. The responsible guardian's income should not be counted but the responsible guardian must meet the 25 hours per week work requirement, unless they are 65 years of age or can provide proof that they have retired from full-time employment.~~

~~(6) — Pell Grants~~

~~Pell Grants should not be considered as income when determining eligibility. Pell Grant funds and child care subsidy payments can be used simultaneously for child care services.~~

~~102.04 RE-DETERMINATION~~

- ~~(1) — Re-Determination of working parent’s eligibility is to be re-established during the CCPP year in the months of February, March, April, and May. DECCD will send a letter to parent(s) requesting check stubs or other verification of employment and request verification of household/marital status. If the CCPP Application Packet is not returned by the due date indicated, a second notice should be mailed certified return receipt requested. If the mail has been returned undeliverable, the child care provider should be notified. Failure to comply with Re-Determination procedures shall result in termination of certificates.~~
- ~~(2) — Re-Determination of parent’s eligibility for those enrolled in an approved educational program is determined every semester or quarter. Documentation for redetermination will include proof of school enrollment (if not currently on file), proof of employment, proof of household size and location, and proof of income. Failure to comply with Re-Determination procedures shall result in termination of certificates.~~
- ~~(3) — When income is recalculated and there is a change in a co-payment fee, a notice is sent to the parent and the provider. The updated co-payment fee is effective on the first day of the month following the month of re-determination. If income increases beyond 85 percent of the State Median Income, child care will be terminated, giving a two-week notice. If the parent is no longer working, child care will be terminated, giving a two-week notice to the child care provider. If the parent has been temporarily laid off or has lost a job for other reasons, child care will not be terminated until 60 days after the last work day, giving the parent time to be reinstated in their job or to search for a job, provided the parent notified DECCD of loss of employment within 10 days of the event.~~

SECTION 103: CO-PAYMENT FEES

103.01 DETERMINING CO-PAYMENT FEES

- (1) ~~TANF parents are not assessed a co-payment fee. For all other parents, co-payment fees are determined based upon the parent's family size and income according to the CCDF Child Care Monthly Co-payment Fee Scale for Parents.~~
- (2) ~~Co-payment fees are redetermined when there is a change in the parent's income or household size, or during annual redetermination of eligibility. The updated co-payment fee is effective on the first day of the month following the month of re-determination.~~

103.02 ASSESSING CO-PAYMENT FEES PER CHILD

- (1) ~~If a parent has one child receiving full-time child care services, the total co-payment fee should be placed on that child's certificate. If a parent has one child receiving part-time child care services, only half of the total co-payment fee should be placed on the child's certificate.~~
- (2) ~~If one child is in full-day care and part-day care during the same month, the fee should be assessed on the majority of the type of care provided. For example, if a child is served 16 part-time days and five full-time days, the part-time co-payment fee would be assessed for the month.~~
- (3) ~~If a parent has more than one child receiving full-time service, the total co-payment fee is divided equally among the number of children receiving care. If two or more children are receiving part-time services, one-half of the divided fee should be placed on each certificate. If a parent has children receiving before/after child care and holiday/summer child care, a full co-payment fee and a half co-payment fee are placed on each certificate and the appropriate fee is deducted during the payment cycle.~~
- (4) ~~Exceptions:~~
 - A. ~~If a parent has two children, one who is receiving full-year, full-time child care and one being added for holiday/summer child care only, the co-payment fee for the full-year, full-time care will remain the same. The parent is assessed an additional \$10.00 fee for the child receiving holiday/summer child care.~~
 - B. ~~If a parent has two or more children receiving full-year, full-time child care and one child receiving holiday/summer care only, the total co-payment fee is divided equally among the children attending full-time. The parent is not assessed a co-payment fee for the child receiving holiday/summer child care.~~
 - C. ~~Parents assessed a minimum co-payment fee are:~~
 - i. ~~Foster Children~~

~~ii. Children in Protective/Preventive Service~~

~~iii. Special Needs Children — Special Needs status must be documented. If there are other children in the family who are receiving child care services, the fee will be \$10 or the child's prorated share of the family's co-payment fee, whichever is less. Services for children with Special Needs will continue until the child reaches 18 years of age.~~

~~103.03 NON-PAYMENT OF CO-PAYMENT FEES~~

~~Co-payment fees are to be paid during the current month directly to the provider according to payment arrangements established by the provider and parent. Providers must maintain proof of collection of co-payment fees, identified separately from tuition overage payments made by parents. Providers must provide proof of co-payment fees to parents in the form of a receipt including the parent's name, date and amount of payment, center name, if applicable, and the child care provider's name and signature. If a parent fails to pay the co-payment fee prior to the end of the month, the provider is required to notify DECCD. Non-payment of co-payment fees may result in termination of the parent from CCPP. If the parent requests a change in child care provider with an outstanding balance of co-payment fees to the current provider, the parent must pay all co-payment fees before a new certificate is issued. It is the responsibility of the provider to report non-payment of co-payment fees to DECCD. The provider may not charge parents any cost over the assigned co-payment fee unless the cost for child care to the general public is higher than the amount paid by the certificate program.~~

~~103.04 CO-PAYMENT RECOUPMENT/REPAYMENT~~

~~(1) If a parent's fee was assessed at a rate higher than the correct fee and the parent has made payment to the provider, the parent is to be reimbursed by the provider for the difference for each month paid. The correct fee is to be noted on the certificate and a notice of the change forwarded to the provider and the parent.~~

~~(2) If a parent's fee was assessed at a rate lower than the correct fee, the parent is responsible for reimbursing the provider for the difference between the corrected co-payment amount and the incorrect co-payment amount that was paid.~~

~~103.05 PRORATING CO-PAYMENT FEES~~

~~The assessed co-payment fee reflects a monthly rate regardless of attendance. If a child is enrolled between the 1st and 15th of the month, the full monthly co-payment fee is assessed for the first month of service. If the child is enrolled between the 16th and last day of the month, one-half of the monthly co-payment fee is assessed for the first month of service. If a parent desires to change a provider during the month, it is the parent's responsibility to pay the appropriate co-payment fee to any subsequent providers.~~

~~SECTION 104: PAYMENTS TO PROVIDERS FOR CHILD CARE SERVICES~~

~~104.01 SIGN-IN/OUT SHEETS~~

~~Providers are required to maintain a record of accurate attendance and absences on sign in/out sheets and on daily class rolls for each child in order to document attendance. The sign in/out sheets must show the child's first and last name, the full name of the parent/guardian or parent's authorized representative, the time the child is signed in with the signature of the person signing the child in, and the time the child is signed out with the signature of the person signing the child out each day. If sign in/out sheets are not maintained and made available upon request and/or for Monitoring processes, or do not follow the policies described above, funds issued based on missing/erroneous information shall be recouped by DECCD. Unlicensed providers are not exempt from this policy.~~

~~104.02 PAYMENT LEDGER PROCESSES~~

~~Payment ledgers must be submitted electronically through the Child Care Payment System. Ledgers open to providers on the 1st day of the month and remain open until 11:59 p.m. CST on the 10th day of the month. Providers are required to complete their electronic ledger within this 10 day window. Ledgers submitted with complete and correct information will be processed for payment. If ledgers require further documentation in order to process payment, the provider will be contacted.~~

~~104.03 LEDGER PAYMENTS~~

~~If it is necessary to adjust the amount of funds issued based on the attendance information submitted to DECCD or used to issue the certificate, an adjustment will be made in the Child Care Payment System reflecting the change.~~

~~Any error in listed on the certificate that will cause payments to calculate incorrectly must be submitted to DECCD within 10 days of the issue date of the copy of the certificate to the provider. Such errors include, but are not limited to incorrect payment rates, incorrect care type (full vs full/part time), incorrect date of birth for the child, etc. DECCD will not adjust underpayments to providers as a result of these errors not reported to DECCD within 10 days of issuing of the certificate copy to the provider. Corrections will be made to ensure future payments will be calculated correctly. Any errors must be reported using the Provider Request for Child Information Correction Form (Appendix Q). This form may be found on the DECCD website. This form must be submitted to CCPayment@mdhs.ms.gov.~~

~~104.04 RATES AND CENTER POLICIES~~

~~(1) Licensed providers must file a copy of the center's published rates with DECCD annually. Providers are not allowed to charge a higher rate to families in the certificate program than the rate charged to the general public.~~

~~(2) A. If the child care center's policy states that a program stipend will be provided to~~

~~non-certificate children, the provider must document the amount and the source of funds for each child on a monthly basis. Parent co-payment fees cannot be used as children's stipends. This documentation must be in hard copy such as check stubs receipts, etc., that will show Mississippi Department of Human Services auditors a clear paper trail of cash infusion from non-tuition sources and non-child-care certificate monies sufficient to cover the full amount of tuition without any stipends.~~

- ~~B. DECCD will not monitor any fiscal or children's files without the director or an approved supervisor staff person in attendance. Only necessary documentation should be requested from the parent and provider.~~
- ~~C. Parents (including TANF workers) employed at a licensed center or group home may be eligible for a child care certificate providing that they do not care for their own child(ren). Nor can the child(ren) be included in a group assigned to the biological parent to maintain the adult/child ratio required by the Mississippi State Department of Health, Division of Child Care Licensure.~~
- ~~D. Rates of reimbursement are assigned on a certificate based on the provider type (licensed or unlicensed), age of child, and Tier level. A full time rate may be charged for non-traditional child care. Non-traditional child care is appropriate when a parent requires full-time child care in lieu of before and after school care.~~
- ~~E. School-aged children and children who attend other programs such as Head Start will be reimbursed at the part-time rate for absences during vacation and holidays except during times when it is documented that the child(ren) attended the licensed child care center for the full-day because the school was not open or for out-of-school suspension during the school year. Full-time reimbursement will be issued for full-time care provided by licensed centers when the primary school setting is closed or for out-of-school suspension.~~
- ~~F. Providers will be reimbursed at a part-time rate for any day in which a school-age child or child with a full-time/part-time certificate is present for a full day of care while their primary school setting is open.~~
- ~~G. Summer child care for school-aged children will be reimbursed at the full-time rate for absentees, vacation, and holidays.~~
- ~~H. If at any time during a CCPP year, a provider changes Tier reimbursement status, changes will be adjusted in the system to allow for future reimbursement at the appropriate rate.
 - ~~i. If it becomes necessary for the Tier 1-eligible director to be absent for leave, DECCD must be notified within 10 days. DECCD will determine on a case-by-case basis if Tier 1 reimbursement will continue during leave.~~~~

- I. ~~Full time certificate payments for school age children may not be issued to students enrolled in grades one through twelve unless full time care is needed during non-traditional hours and/or the primary school setting is closed.~~
- J. ~~Full time certificate payments may be issued for 3 and 4 year olds enrolled in public or private pre kindergarten programs where tuition is assessed. Certificates will expire on a child's 5th birthday. Families who continue to meet eligibility criteria may apply to continue services until the child is 12 years of age, or 18 years of age if a special needs child. Additionally, 5 year old children whose parent(s) elect not to enroll their child(ren) in a public kindergarten program may receive full time certificate funds until they reach the age of 6 (six), which is the compulsory age for school attendance in the state of Mississippi.~~

~~104.04 OVER-PAYMENTS AND UNDER-PAYMENTS~~

- (1) ~~If a provider discovers an error in the payment issued, the provider is required to notify the DECCD to request an adjustment within 30 days of the issuance of the payment. Questioned payments or incorrect payments will be adjusted during the next regularly scheduled payment cycle.~~

~~104.05 ABSENTEES AND NOTICE~~

- (1) ~~If a child is absent for more than two weeks for medical reasons, the parent is required to submit a doctor's statement. Extenuating circumstances will be handled on a case-by-case basis.~~
- (2) ~~In the case of court ordered visitation, DECCD must be notified and a copy of the visitation order of the court must be kept on file by the provider. Any days a child is absent due to court ordered visitation will not count towards a child's paid absence day. Parents are responsible for paying their determined co-payment amount in full even if the child does not attend due to court ordered visitation.~~
- (3) ~~The Child Care Payment Program will provide a two week notice for the termination of all certificates issued to licensed providers, except in the instance of substantiated provider fraud.~~
- (4) ~~A child care center must remain open on days when children are taken on field trips or any other day outside of the approved holiday list provided by DECCD for any children who cannot attend the field trips or still need child care during holidays, etc.~~

SECTION 105: INTERRUPTION OF CHILD CARE SERVICES

105.01 ALLOWABLE LEAVE TIME FOR PARENTS

- (1) ~~Parents who lose or change jobs are allowed a 60 day grace period from the last date of employment before child care services are terminated in order to give the parent time to be reinstated in their job, providing that a Change of Information form is submitted to DECCD within 10 working days of the change in employment. During this 60 day period, the parent is required to submit new eligibility documentation and be redetermined eligible for services. Failure to submit acceptable eligibility documentation shall result in the termination of services.~~
- (2) ~~Temporary Job Closings Workers temporarily unemployed due to the nature of their work may include but are not limited to workers employed in construction, factories, or poultry and catfish processing plants. Extensions beyond the approved 60 days must gain approval from DECCD on a case-by-case basis.~~
- (3) ~~Natural Disaster Child care services should be continued when parents are off work due to circumstances beyond the parent's control such as hurricanes, floods, and tornado. Licensed child care providers shall be reimbursed when the center is closed temporarily due to a natural disaster for up to 10 business days per occurrence unless the parent needs to make alternate care arrangements. Unlicensed centers shall be reimbursed for actual attendance only.~~
- (4) ~~A pregnant mother is allowed six weeks of child care assistance during maternity leave. Documentation from a physician of the maternity leave must be included in the parent's file. If more leave time is required due to medical reasons, a physician's statement must be submitted to DECCD. The parent must provide new eligibility documentation once she returns to work. Failure to submit acceptable eligibility documentation shall result in the termination of services.~~
- (5) ~~Fathers are allowed six weeks of child care assistance related to the birth of a child, if the employer/educational institution approves the leave time. Documentation in the form of a letter on the employer/educational letterhead allowing the leave of absence for this reason must be submitted to DECCD.~~
- (6) ~~Parent(s) are allowed six weeks of child care assistance in cases of adoption of a new child or when a Foster Child is placed in the home, if the employer/educational institution approves the leave time.~~
- (7) ~~Parent(s) are allowed up to thirty days of sick leave from their job if documented by their employer and physician. Extenuating circumstances in which additional time is required will be handled on a case-by-case basis.~~
- (8) ~~A child is allowed 15 e absence days per federal fiscal year (beginning October 1—September 30). Absences related to court-ordered visitations, chronic illness, and medical~~

~~treatment for children with special needs are not counted as vacation days.~~

~~(9) DECCD will pay for up to 11 holidays for the period beginning October 1 through September 30. If the Governor allows days in addition to the list below in observance of a holiday, providers will be notified that they are also allowed these extra days. If the identified holiday falls on a weekend, the DECCD Director will designate weekdays to observe the holiday at their discretion.~~

~~(10.) Approved paid holidays for licensed providers~~

~~January 1 New Year's Day~~

~~The Third Monday of January Robert E. Lee's Birthday and Dr. Martin Luther King, Jr.'s Birthday~~

~~Spring (date varies annually) Good Friday~~

~~The Last Monday of May National Memorial Day and Jefferson Davis's Birthday~~

~~July 4 Independence Day~~

~~The First Monday of September Labor Day~~

~~November Thanksgiving Day & the Friday after~~

~~December 24 Christmas Eve~~

~~December 25 Christmas Day~~

~~December 31 New Year's Eve~~

~~105.02 REASONS FOR TERMINATION~~

~~(1) TANF, TCC, Foster Children and Children in Preventive/Protective Services, and participants of Health Homes Mississippi are referred for services by a MDHS Case Manager/HHM Family Support Worker. Services shall be terminated upon notification by the Case Manager for TANF clients and Children in Foster, Preventive/Protective Services. Clients receiving TCC and participating in Healthy Homes Mississippi shall be terminated upon notice from a MDHS Division of Economic Assistance caseworker, HHM Family Support Worker, or when found to be out of compliance with requirements of the MDHS Division of Child Support Enforcement, when applicable.~~

~~(2) Non payment of co payment fees may result in termination from the Child Care Payment Program for a one-year period.~~

- ~~(3) — A child care certificate may be terminated upon the request of the parent, or by DECCD in accordance with CCPP policy.~~
- ~~(4) — Child care services will be terminated when a child grows older than the age requirements.~~
- ~~(5) — If at any time a parent provides fraudulent information, child care services are immediately terminated and the client is ineligible to reapply for a one year period. DECCD may elect to permanently disbar parents from participation in CCPP in accordance with Section 106.01(1) of this document.~~

105.03 CHANGE IN PROVIDER

- ~~(1) — Parents are allowed to change providers when the current provider is no longer preferred. Parents must request a change in provider from DECCD prior to withdrawing the child, unless under emergency circumstances. The parent(s) shall give at least two weeks prior notice to the current provider before withdrawing the child from the center unless there are extenuating circumstances. While parents have the right to exercise parental choice in selecting a child care provider, certificates will not be issued to a provider until they have met all requirements to become a CCPP approved provider. Parents must select a CCPP approved provider. No payments will be issued for care provided while a provider is seeking to become an approved provider.~~
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Section 106 DISPUTES

106.01 PARENTAL AND PROVIDER DISPUTES

(1) ~~Any unresolved dispute concerning a question of fact under the Application/Agreement between DECCD and Parent or Provider shall be decided by the Director of the Division of Early Childhood Care and Development. In the review by the DECCD Director the Parent or Provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review. This decision shall be reduced to writing and a copy thereof mailed or furnished to the Parent or Provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the Parent or Provider mails or delivers to the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director or his/her designee, DECCD will proceed in accordance with the decision of the Director of the Division of Early Childhood Care and Development. In addition, listed below are the procedures to be used when an Administrative Hearing for a Child Care Dispute is desired:~~

~~A. A Parent or Provider may not request a hearing on behalf of another individual or to discuss decisions regarding another person.~~

~~B. If an Administrative Hearing is desired, a written request for the Hearing must be submitted to the Director of the Division of Early Childhood Care and Development. If requested, an Administrative Hearing will be held with the Director of the Division of Early Childhood Care and Development serving as the Hearing Officer.~~

~~C. The Hearing Officer will be a neutral observer who will conduct the Hearing. The Hearing Officer will listen to both sides and then make a decision based upon the evidence that is provided.~~

~~D. This is an informal proceeding that gives both parties their due process rights and a forum to provide evidence. This is not an adverse process. Questions are to be asked only for clarification. If a party has legal representation, the attorney is there only to give legal advice to his/her client and not for direct or cross examination.~~

~~SECTION 107: FRAUD AND ABUSE~~

~~This section outlines the policies and procedures for handling alleged and/or substantiated fraud and exploitation in the Child Care Payment Program by a parent and/or provider.~~

~~107.01 POLICY STATEMENT~~

~~Any person applying for or receiving public assistance by using false statements, and any person assisting that person to receive such public assistance with knowledge of those false statements, is subject to criminal prosecution. The offense may be a misdemeanor when the amount received or requested is below \$500 or a felony if the amount received or requested is above \$500. If a child care center knowingly provides false information, a financial penalty will be imposed. Whether or not a criminal conviction results, at the first offense, recoupment will be made and the center may be disqualified from participating in the Child Care Payment Program, contingent upon whether the deception is intentional or unintentional.~~

~~107.02 SUSPECTED FRAUD OR ABUSE OF FUNDS~~

- ~~(1) DECCD staff will not attempt to resolve any suspicion of parent and/or provider fraud or misuse of funds. DECCD staff will collect any documentation to support an investigation of suspected fraud or misuse of funds. This documentation shall be referred directly to the Director of the MDHS Division of Early Childhood Care and Development for referral to the MDHS, Division of Program Integrity (DPI) for investigation. DECCD staff will not alert the parent and /or provider of any suspicion of fraud or misuse of funds while an investigation is pending. Funding may continue during the investigation.~~
- ~~(2) In the event that fraud is substantiated in a licensed child care facility, DECCD will assist the parent(s) with locating an alternative child care facility or home without an interruption in child care services unless the parent(s) chooses to keep their child(ren) at the center and forfeit the CCPP funding. In this situation, a notarized statement of fact from the parent(s) must be retained by DECCD. If it is determined that fraud was committed by a parent, the provider will be allowed two weeks' notice of termination.~~

~~107.03 RECOUPMENT OF FUNDS~~

- ~~(1) The MDHS, Division of Program Integrity (DPI) shall employ the required steps to recoup or attempt to recoup funds paid for ineligible services because of suspected parent or provider fraud or misuse of funds when unable to resolve otherwise. The steps include, but are not limited to:
 - ~~A. A letter outlining the DECCD policy violated, the total amount of funds to be repaid, the legal action to be pursued if the parent or facility owner fails to cooperate, and a response time frame of 15 calendar days; the letter and the report shall be sent to the alleged offender by certified mail; a copy shall be retained by DPI and the Director of DECCD;~~~~

- ~~B. After the DPI completes an investigation of alleged fraud and/or misuse of funds, if applicable, criminal charges shall be filed with the appropriate local law enforcement agency, when fraud is substantiated.~~
- ~~C. When fraud is substantiated and criminal charges are filed with the local law enforcement agency, funds shall be recovered through restitution ordered by the court. Checks issued by the court for restitution shall be made payable to Treasurer, State of Mississippi and mailed directly to the MDHS, DPI.~~
- ~~D. The MDHS, DPI staff shall track receipt of checks issued for payment of restitution on a case by case basis until all funds have been recovered.~~

~~**107.04 FINAL DISPOSITION FOR ACTION**~~

~~A copy of any final judgment issued by the Court shall be forwarded directly to the MDHS, DPI and a copy of the final judgment will be provided to DECCD by the MDHS, DPI.~~

SECTION 108: MONITORING

108.01 MONITORING PROCEDURE

- ~~(1) DECCD will monitor a selection of licensed and unlicensed providers participating in the certificate program at least once annually. DECCD will select centers whose records indicate a need for technical assistance, for example, perfect attendance submitted for each child each month. According to MDHS Subgrantee Manual, DECCD staff may conduct monitoring visits un-announced.~~
- ~~(2) Monitoring visits will include a review of the following records:
 - ~~A. Licensed and unlicensed providers must maintain a daily attendance roster (sign in/out sheets) for each child in accordance with Section 104.01(1) of this document.~~
 - ~~B. The attendance recorded on the center's attendance roster will be compared to the attendance reported to DECCD. All documentation related to child attendance will be reviewed.~~
 - ~~C. The center's published rates charged to the general public will be compared to the rates requested and received on each certificate.~~
 - ~~D. Verify the payment of co-payment fees. Both licensed and unlicensed providers are required to maintain receipts for payment of monthly co-payment fees.~~
 - ~~E. A copy of the center's license, if applicable, will be requested if a current copy is not on file with DECCD.~~
 - ~~F. Records will be reviewed to verify that the center has retained a copy of the Center's Statement of Agreement.~~
 - ~~G. The center will be monitored to make sure that the hours of operation meet the needs of the full-time working parents plus travel time. The center must be open at least five (5) days per week.~~
 - ~~H. The attendance will be checked to ensure that the provider is not receiving more (CCDF and TANF) certificates than its' licensed or allowed capacity at any given time (for example, non-traditional shifts, and before and after school). If it is determined during the monitoring visit that the attendance exceeds the provider's licensed or allowed capacity, then the situation will be reported to the Mississippi State Department of Health, Child Care Licensure and DECCD. Attendance in excess of licensed or allowed capacity is considered fraudulent and shall result in a recoupment of funds issued for certificates in excess of licensed or allowed capacity.~~~~

- I. ~~Unlicensed providers must provide copies of immunization records (Form 121 Certificate of Immunization issued by the Mississippi Department of Health) for providers and all children enrolled in care.~~
 - J. ~~Per the Center Statement of Agreement, all child care providers are notified that monitoring may be announced or unannounced. Refusal to cooperate in the monitoring process shall result in a financial penalty.~~
- (3) A. ~~If a center is not accurately recording attendance or is charging different rates, the center will receive a letter concerning the finding(s). Any overpayments that occurred because of these two situations shall be recouped by DECCD.~~
- B. ~~A center with findings may be monitored again, by either announced or unannounced visits. If the center is still in non-compliance under the original finding(s), a copy of all correspondence regarding the matter shall be forwarded to DECCD and processes for Suspension or Debarment described in this document will be engaged.~~

108.02 SUSPENSION AND DEBARMENT

- (1) ~~If a parent commits fraud or abuse, suspension or debarment will occur in addition to any financial penalties/recoupments necessary. During suspension, a parent may not apply for or receive CCPP funding until the date indicated on the Notice of Suspension.~~
- (2) ~~If a provider commits fraud or abuse, suspension or debarment will occur in addition to any financial penalties/recoupments necessary. During suspension, or upon debarment, a provider may not hold any administrative position in a facility or home in which CCPP subsidies are received. This includes any position responsible for the recording or tracking of enrollment and attendance as well as the completing and reporting of family/child status and/or enrollment and attendance to CCPP.~~
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Section 109 PROVIDER REIMBURSEMENT LEVELS

~~(1) The purpose of this section is to describe the Reimbursement Tier (rate of reimbursement) for child care providers participating in the Child Care Certificate Program. Directors of multiple centers may qualify for the Tier 1 rate at only one center.~~

~~A. Child Care Reimbursement Tier 1:~~

~~To qualify for Reimbursement Tier 1, providers must have a current license issued by the Child Care Facilities Licensure Branch, Mississippi Department of Health. Additionally, they must:~~

~~Operate a full-day, full-year educational program; OR~~

~~Operate an educational program providing care in response to local educational facilities such as a center that only offers before and after school care five days a week, and is open full-time during summer months and holidays; or a center that provides full-time care only when colleges/universities/public schools are in session:~~

~~AND:~~

~~Document center accreditation from the National Association for the Education of Young Children (NAEYC); or*~~

~~Document the on-site child care director is on-site six to eight hours a day and holds a 4-year degree in the field of Early Childhood Education or Elementary Education that includes kindergarten, and Family and Consumer Sciences with an emphasis on Child Development; or*~~

~~Document that the center has a director on-site six to eight hours per day and holds a two-year associate degree from an accredited community or junior college in child development technology plus four (4) years of paid experience in child care; or the center has a director that holds the DECCD Director's Credentials plus four (4) years of paid experience in child care.*~~

~~B. To qualify for Reimbursement Tier 1, family home providers must:~~

~~Operate a full-day, full-year educational program; OR~~

~~Operate an educational program providing care in response to local educational facilities such as a home that only offers before and after school care five days a week, and is open full-time during summer months and holidays; or a home that offers full-time care in the summer months only;~~

AND:

~~Document the on-site child care director holds a 2 or 4-year degree or CDA in the field of Early Childhood Development.*~~

~~C. Child Care Reimbursement Tier 2:~~

~~To qualify for Reimbursement Tier 2, the child care center or group child care home must:~~

~~Document that it has a current license, or letter of exemption, issued by the Child Care Facilities Licensure Branch, Mississippi State Department of Health.~~

~~D. To qualify for Reimbursement Tier 2, the family child care provider must:~~

~~Document that it is regulated by the Bureau of Child Nutrition, Mississippi State Department of Education.~~

~~E. Child Care Reimbursement Tier 3:~~

~~To qualify for Reimbursement Tier 3, all other child care providers must be approved by DECCD and return the Basic Health, Safety, and Nutrition Guidelines certifying that guidelines will be followed.~~

~~F. See Appendix N for rates.~~

~~*Prior to October 1, 2003, all current Tier 1 providers may fall under the grandfather clause.~~

Effective: October 1, 2009

GLOSSARY OF TERMS

~~This chapter contains the definition of key words or phrases and clarifies the terms as they relate to this manual.~~

~~**ADULT**—A person who has reached the age of majority (at least 18 years of age).~~

~~**ATTENDING (EDUCATIONAL/JOB TRAINING)**—Full time enrollment in an education and/or training program resulting in a degree or certificate designed to promote job skills and employability. Full time is determined by the institution.~~

~~**AUTHORIZED REPRESENTATIVE**—An individual who has the legal right to speak or act on the parent's behalf. Written authorization must come to the child care center or DECCD directly from the parent and be maintained in the appropriate file.~~

~~**BEFORE AND AFTER SCHOOL CARE**—Child care services for school-aged children (ages 5-12) during the hours before and after the regular school day. Under CCDF child care may be provided for children under the age of 13 and for those children under the age of 18 who meet the SSI definition of disability by having medically proven physical or mental condition(s) that caused marked and severe functional limitations expected to last at least 12 months in duration.~~

~~**CARE GIVER**—An individual at least eighteen (18) years of age with a high school diploma or equivalent (GED) who provides direct child care, supervision, and guidance to an eligible child.~~

~~**MONTHLY CHILD CARE CO-PAYMENT FEES FOR PARENTS**—A system of cost-sharing based upon income and size of the family for families who participate in the Child Care and Development Fund Program. Parents are required to pay a monthly co-payment fee to their child care provider of choice as a condition of program participation, with the exception of clients receiving TANF.~~

~~**CHILD CARE AND DEVELOPMENT FUND (CCDF)**—A federally funded program designed to provide quality child care services to eligible very low income families who are actively participating in an allowable TANF activity, transitioning off TANF, at risk of going on TANF and are in need of child care in order to work OR are low income families, employed or enrolled in an approved educational or training program.~~

~~**CHILD CARE CERTIFICATE**—A document issued by DECCD directly to a parent(s) who has been determined eligible for CCDF, who may use it as payment for child care services. A child care certificate is assistance to the parent, not assistance to the provider.~~

CHILD CARE FACILITIES:

~~**CENTER-BASED** – A non-residential facility in which shelter and personal care is regularly provided for six or more children who are not related within the third degree computed according to the civil law to the operator and who are under the age of 13 and receive care for any part of a 24-hour day. No parent or guardian may provide care for their own child in this setting.~~

~~For all Child Care Centers, as defined above, related children of all staff must be included in the licensed number. These centers are considered commercial establishments and must meet all requirements of the Regulation Governing Food Service Sanitation. Additionally, these licensed centers must remain in compliance at all times with the Mississippi State Department of Health's Regulations Governing Licensure of Child Care Facilities.~~

~~**FAMILY CHILD CARE HOME** – An occupied residence in which shelter and personal care is regularly provided for five or fewer children who are not related within the third degree computed according to the civil law to the provider and who are less than 13 years of age and are provided care for any part of the 24-hour day. These homes may voluntarily register with the Mississippi State Department of Health and must be registered with the Division of Early Childhood Care and Development, Mississippi Department of Human Services. The provider must be at least 18 years old and cannot be a biological parent of the child receiving assistance. No parent or guardian may provide care for their own child in this setting.~~

~~**GROUP HOME CHILD CARE** – An occupied residence in which shelter and personal care are regularly provided for six to 15 children who are not related within the third degree computed according to civil law to the operator and who are under the age of 13 and receive care for any part of the 24-hour day. Children related within the third degree are included in determining space and staff, but are not included in the licensed number. No parent or guardian may provide care for their own child in this setting.~~

CHILD CARE PROVIDERS:

~~**CENTER-BASED CHILD CARE PROVIDER** – A provider licensed or otherwise authorized to provide child care services for fewer than 24 hours per day per child, in a non-residential setting, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training. No parent or guardian may provide care for their own child in this setting.~~

~~**FAMILY CHILD CARE PROVIDER** – One individual who provides child care services for fewer than 24 hours per day per child, as the sole CARE GIVER, in their private~~

~~residence, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training. No parent or guardian may provide care for their own child in this setting.~~

~~**GROUP HOME CHILD CARE PROVIDER**—Two or more individuals who provide child care services for six to 15 children for fewer than 24 hours per day per child, in a private residence other than the child's residence, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training. These providers are licensed. No parent or guardian may provide care for their own child in this setting.~~

~~**IN-HOME CHILD CARE PROVIDER**—An individual who provides child care services in the child's own home but maintains a separate residence. No parent or guardian may provide care for their own child in this setting.~~

~~**CHILD CARE SERVICES**—Care provided for a fee by a child care provider to an eligible child or children in the parent or guardian's absence.~~

~~**CHILD CARE WEEK**—The period of time that child care is provided per week. The child care week may cover up to seven days. This is allowable as long as the DECCD Weekly Child Care Reimbursement Tier rate is not exceeded, and the child does not receive care in excess of 84 hours during a Sunday through Saturday week.~~

~~**CREDENTIALLED DIRECTOR**—A professional credential awarded to child care center directors operating licensed child care programs in Mississippi and those who aspire to be directors for the successful completion of a curriculum in Child Care Management Best Practice.~~

~~**DEGREES OF KINDRED ACCORDING TO THE LAW:**~~

~~FIRST——Parents and Children~~

~~SECOND——Siblings (brothers and sisters), Grandparents, and Grandchildren~~

~~THIRD——Uncles, Aunts, Nieces, Nephews, Great Grandparents, and Great Grandchildren~~

~~**DISABLED PARENT**—See **SPECIAL NEEDS/DISABLED PARENT**.~~

~~**EARLY CHILDHOOD DEVELOPMENT PROGRAM**—A preschool program (ages birth to kindergarten) that provides child care services to low income working parents and parents enrolled in an educational or training program.~~

~~**EDUCATIONAL PROGRAM/JOB TRAINING**—A program offering educational/job training content. Programs must be accredited by the State of Mississippi or a national organization.~~

~~**ELIGIBLE CHILD**—A child whose parent(s) meets the eligibility requirements as set forth by the grant.~~

~~**EXTENDED DAY CHILD CARE** – Before and after school care for Early Head Start and Head Start children (ages birth up to age 5) and school age children (ages 5-12) who need such care due to the work schedule of their parent(s).~~

~~**FAMILY** – A unit where a child(ren) resides with a parent(s) who is related by blood, marriage, adoption, or legal guardianship.~~

~~**FAMILY OF ONE** – A child receiving child care services based upon his/her income received from SSI, foster board payment, etc.~~

~~**FULL-DAY CHILD CARE** – Child care provided for six or more hours of a 24-hour day. Full-day child care should meet the needs and reflect the work, education, or TANF training schedule of the parent with a maximum of 30 minutes of travel time each way.~~

~~**GROSS INCOME** – The parent's income before any deductions.~~

~~**HALF-DAY** – Child care provided for fewer than six hours per day.~~

~~**INCOME** – funds received by all applicable individuals as described in policy which are not supplemented by any public assistance other than food stamps or medical assistance, and does not exceed 85 percent of the State Median Income (SMI).~~

~~**INCOME MAINTENANCE (IM)** – Income from TANF or Supplemental Security Income and other public assistance.~~

~~**INFANTS** – Children from birth through 12 months.~~

~~**IN LOCO PARENTIS** – in place of parent, for example, a guardian or a relative or friend with whom the child resides if the child's parent is unable to act as the parent or has delegated his or her authority to someone else. The term describes someone who provides care and supervision like a parent but without going through the formalities of legal adoption or guardianship.~~

~~**LICENSING OR REGULATORY REQUIREMENTS** – Requirements necessary for a provider to legally provide child care services in a state or locality, including regulations and requirements established under State Local or Tribal law. The Mississippi Child Care Licensing Law, Section 43-20-1, et seq., of the Mississippi Code of 1972 Annotated, which provides the legal authority under which the Mississippi State Department of Health prescribes minimum regulations for child care facilities defined under the law.~~

~~**LOW-INCOME** – Income above the 50 percent of the State Median Income (SMI) or at or below the 85 percent of the SMI.~~

~~**MINIMUM FEE** – An assessment of \$10 per month for full-day child care services and \$5.00 per month for half-day before and after school/extended day, etc. child care services.~~

~~**MDHS TANF CASEWORKER** – An employee of the Mississippi Department of Human Services, Division of Economic Assistance, that provides case management services, supportive services, and referrals for child care services for active TANF participants at the local/county level supportive services, and referrals for child care services for active TANF participants at the local/county level.~~

~~**NON-TRADITIONAL CARE** – Includes night care and supervision of children for less than 24 hours per day that occurs within the twelve hours between 6:00 p.m. and 5:59 a.m., or weekend care and supervision of children that takes place between 6:00 p.m. Friday and 5:59 a.m. Monday.~~

~~**PARENT** – A mother or father by blood, marriage, or adoption, a legal guardian, or other person standing in loco parentis.~~

~~**PRESCHOOL AGED CHILD** – Children from three years of age through kindergarten.~~

~~**PROTECTIVE SERVICES** – Children that are court ordered to receive Protective Services from MDHS, Division of Family & Children’s Services. These children are living in the home of a parent or relative/kinship caretaker.~~

~~**PROVIDER** – The entity providing child care services as defined in this document.~~

~~**REIMBURSEMENT TIERS** – The established rates for child care services based upon the age of the child, type of child care provider, hours of child care, and DECCD approved tier criteria.~~

~~**RESIDING/LIVING WITH** – Living with, including taking meals and sleeping in the same house for a majority of a seven day period beginning with Sunday and ending with Saturday.~~

~~**SEASONAL WORKERS** – Individuals who are temporarily unemployed due to the nature of their work.~~

~~**SPECIAL NEEDS/DISABLED PARENT** – A parent who meet s the SSI definition of disability by having medically proven physical or mental condition(s) that cause marked and severe functional limitations expected to last at least 12 months in duration and render the parent incapable of self care. The condition(s) must be documented by a physician. In the absence of SSI benefits, medical documentation should attest to the degree of functional limitation(s) and prescribe the special care needed. If the parent is unable to manage their personal affairs, the application should be made in the parent/guardian or responsible adult’s name. If the disabled parent receives SSI, the income maintenance fee of \$10.00 should be applied to the child(ren). Short Term disability medically documented will be handled on a case by case basis with approval by DECCD.~~

~~**SPECIAL NEEDS CHILD RATE** – Special Needs rates may be applied for children through the age of 18 who meet the SSI definition of disability by having medically proven physical or mental~~

condition(s) that cause marked and severe functional limitations expected to last at least 12 months in duration and render the child(ren) incapable of self care. The condition(s) must be documented by a physician. In the absence of SSI benefits, medical documentation should attest to the degree of functional limitation(s) and prescribe the special care needed.

STATE MEDIAN INCOME (SMI)—The average income of all Mississippi workers.

SUMMER CARE—Child care for children during the summer months, when primary school settings are not in session.

SUPPLEMENTAL SECURITY INCOME (SSI)—A monthly payment to a person for having a medically proven physical/mental or physical condition that causes marked and severe functional limitations that are expected to last at least 12 months in duration.

TANF (Temporary Assistance for Needy Families)—Benefits offered through the block grant that replaced the Aid to Families with Dependent Children (AFDC) and Job Opportunities and Basic Skills Program (JOBS). Benefits are time limited, mandating that families move quickly into work activities leading to self-sufficiency.

TERMINATED CHILD CARE CERTIFICATE—A certificate that has been used as payment for child care services for a period of time and is no longer valid. Reasons that certificates would be terminated include, but are not limited to, the following: the provision of false information used to issue/maintain a certificate, change in a provider, or a lack of a request for reimbursement on a Child Care Certificate 60 days after the certificate has been issued.

TODDLERS—Children the age of 13 months and less than 36 months.

TRANSITIONAL CHILD CARE (TCC)—Up to 24 months of subsidized child care for eligible parents, issued by the MDHS Division of Economic Assistance.

VERY LOW INCOME—Income at or below the 50 percent of the State Median Income (SMI).

WITHOUT REGARD TO INCOME (WRI)—Income that is irrelevant; therefore, it is not to be considered. The only children who are to be considered WITHOUT REGARD TO INCOME are in court ordered Protective Services Cases and Preventive Services. The only documentation necessary to determine eligibility is the referral form from the Division of Family and Children's services and proof of the parent's work or exemption.

WORKING—Performing duties to earn a wage (for a minimum of 25 hours per week) or complete educational/job training such as practicums or internships (enrollment for education/training must be full time).

CHAPTER 2

SECTION 101: CHILD CARE PAYMENT PROGRAM

101.01 ELIGIBILITY FOR THE CHILD CARE PAYMENT PROGRAM

~~The child care certificate is a document issued directly to eligible parent(s) or authorized representatives, provided that funds are available. The certificate allows the parent to select the child care provider of his/her choice.~~

101.02 ELIGIBILITY PRIORITY POPULATIONS

~~If funds are available, children must be served on a first come, first served basis in order of eligibility priority. Applications must be date stamped as they are received. CCDF child care services will be available to children of parents according to the following priorities:~~

- ~~1st — Child Care for Temporary Assistance for Needy Families (TANF)~~
- ~~2nd — Child Care for Transitional Child Care (TCC)~~
- ~~3rd — Children of very low income working parent(s) whose income is at or below 50 percent of the State Median Income (SMI) who are at risk of going on TANF, in the following order:~~
 - ~~A. — Children in Protective Services or Foster Care;~~
 - ~~B. — Children with Special Needs (up to 85% of the SMI);~~
 - ~~C. — Children of parent(s) deployed in the Mississippi National Guard, or Reserve (up to 85% of the SMI);~~
 - ~~D. — Children of Teen Parent(s) currently enrolled in high school full time;~~
 - ~~E. — Children served by the Healthy Homes Mississippi home visitation program;~~
 - ~~F. — Children of all other eligible parent(s) at this income level, including parents enrolled in an approved educational program, whether working or not.~~

4th — Based upon the availability of funding, children of parent(s) working the required 25 hours per week and/or are enrolled in an approved educational program whose income falls above 50 percent of the SMI and at or below 85 percent of the SMI.

~~SECTION 102: CRITERIA FOR CHILD CARE SERVICES~~

~~102.01 ELIGIBLE PROVIDERS~~

(1) — Parents have the right to choose the type of child care they would like for their child. The Division of Early Childhood Care and Development has categorized the choices available to parents as follows: a licensed child care center, group home, family child care home, or in-home child care provider. Parents must select a CCPP approved provider. No payments will be issued for care provided while a provider is seeking to become an approved provider. See Glossary of Terms for definitions of each.

~~(2) i. Child Care Centers and Group Homes~~

In order to receive reimbursement for services rendered, a child care center or group home must be licensed by the Mississippi State Department of Health. A copy of the license must be filed with DECCD annually upon renewal. The child care center or the group home must have a current license. Additionally, these licensed centers must remain in compliance at all times with the Mississippi State Department of Health's Regulations Governing Licensure of Child Care Facilities.

ii. — If a center's license expires and services are being provided for children on the CCPP, DECCD *may* continue to pay the provider under the following conditions:

A. — The Health Department has not officially closed the center;

B. — The center's director submits a written request, on center letterhead, for child care payments to continue; and

C. — The center provides copies of the licensing renewal fee payment, documentation of a current inspection, and a copy of correspondence from the licensing division stating why the license has not been renewed; and

D. — A center with an expired license will be reimbursed for children with a current certificate up to the time frame allowed by the Mississippi State Department of Health; however, no new certificates will be issued until the license is renewed.

E. — No payments will be issued for care provided while a provider is seeking to become an approved provider. —

The decision to continue payments under these circumstances is solely at the discretion of the Director of the Division of Early Childhood Care & Development. All requests for payments under these conditions shall be submitted in the form of a written request to the Director describing the basis for the request to waive Provider Termination.

~~(3) i. Family Day Care Homes and In-Home Providers~~

~~In order to receive reimbursement, all unlicensed providers must keep a record of immunizations for themselves and all children in their care in the form of a Form 121 Certificate of Immunization issued by the Department of Health, and a copy of the Basic Health, Safety and Nutrition Assurances. A signed copy of the Basic Health, Safety and Nutrition Assurances certifying that they will follow the guidelines should also be filed with DECCD. Individual, unlicensed providers must be at least eighteen (18) years of age and are prohibited by law from keeping more than five (5) children who are not related to the provider within the third degree computed according to civil law. A child care provider may not be reimbursed if they reside in the same household as the child(ren). Proof of separate residence may be required. Proof of residence will be established with a current driver's license or state issued I.D. and another form of identification that reflects the same address. A current bank statement, cell phone bill, utility bill or cable bill are acceptable. Addresses must match the address given as the location of care submitted on the application.~~

- ~~ii. In order for an unlicensed in-home provider to become/remain a CCPP approved provider, all individuals over the age of 18 years (relative or non-relative) residing and/or working full/part time in the provider's residence shall submit all required information to undergo the Child Abuse and Neglect Central Registry Check. This information is submitted on the Child Abuse and Neglect Central Registry Check Form 107 with the initial provider application, and annually once approved. Providers will be deemed ineligible to participate in the certificate program in the event that they have prior convictions of child abuse and/or neglect. If an individual residing and/or working with the provider in the provider's home is found to have a prior conviction of child abuse and/or neglect, eligibility will be suspended/denied until such time as the provider can provide proof that the offending individual no longer resides in the home. Failure on the part of the provider to accurately complete Form 107 may result in suspension/debarment from participation in the CCPP. Additionally, funds shall be recouped.~~
- ~~iii. No payments will be issued for care provided while a provider is seeking CCPP Approved Provider status. Approval is attained by successful completion of the Child Care Provider Application located at www.childcareinfo.ms.~~

102.02 PROVIDER REIMBURSEMENT LEVELS

- ~~(1) The purpose of this section is to describe the Reimbursement Tier (rate of reimbursement) for child care providers participating in the Child Care Certificate Program. Directors of multiple centers may qualify for the Tier 1 rate at only one center.~~

~~A. Child Care Reimbursement Tier 1:~~

~~To qualify for Reimbursement Tier 1, providers must have a current license issued by the Child Care Facilities Licensure Branch, Mississippi Department of Health. Additionally, they must:~~

~~Operate a full day, full year educational program;—~~

~~OR~~

~~Operate an educational program providing care in response to local educational facilities such as a center that only offers before and after school care five days a week, and is open full time during summer months and holidays; or a center that provides full time care only when colleges/universities/public schools are in session:~~

~~AND:~~

~~Document center accreditation from the National Association for the Education of Young Children (NAEYC);—~~

~~OR*~~

~~Document the on-site child care director is on site six to eight hours a day and holds a 4-year degree in the field of Early Childhood Education or Elementary Education that includes kindergarten, and Family and Consumer Sciences with an emphasis on Child Development;—~~

~~OR*~~

~~Document that the center has a director on site six to eight hours per day and holds a two year associate degree from an accredited community or junior college in child development technology plus four (4) years of paid experience in child care; or the center has a director that holds the DECCD Director's Credentials plus four (4) years of paid experience in child care.*~~

~~B. To qualify for Reimbursement Tier 1, family home providers must:~~

~~Operate a full day, full year educational program;—~~

~~OR~~

~~Operate an educational program providing care in response to local educational facilities such as a home that only offers before and after school care five days a week,~~

~~and is open full time during summer months and holidays; or a home that offers full-time care in the summer months only;~~

~~AND:~~

~~Document the on-site child care director holds a 2 or 4 year degree or CDA in the field of Early Childhood Development.*~~

~~C. Child Care Reimbursement Tier 2:~~

~~To qualify for Reimbursement Tier 2, the child care center or group child care home must:~~

~~Document that it has a current license, or letter of exemption, issued by the Child Care Facilities Licensure Branch, Mississippi State Department of Health.~~

~~D. To qualify for Reimbursement Tier 2, the family child care provider must:~~

~~Document that it is regulated by the Bureau of Child Nutrition, Mississippi State Department of Education.~~

~~E. Child Care Reimbursement Tier 3:~~

~~To qualify for Reimbursement Tier 3, all other child care providers must be approved by DECCD and return the Basic Health, Safety, and Nutrition Guidelines certifying that guidelines will be followed.~~

~~F. See Appendix N for rates.~~

~~*Prior to October 1, 2003, all current Tier 1 providers may fall under the grandfather clause.~~

Effective: October 1, 2009

102.03 APPLICATION PROCEDURES

- ~~(1) — DECCD will accept applications throughout the year. Referrals for TANF, Family & Children’s Service, or Healthy Homes Mississippi clients are accepted throughout the year from Case Managers. All families eligible to receive services will be added to the CCPP, as funding allows. Families will be served by date of application and eligibility priority level. —~~
- ~~(2) — Applications can be completed and submitted on DECCD’s website. —~~
- ~~(3) — After completing the application, parents/guardians can return all required documentation by postal or electronic mail. Once all required documentation is received, DECCD will review the information to determine eligibility and send a written notice of eligibility, or ineligibility, or non-availability of funds within 10 business days, unless a Waiting List is in effect. Refer to Section 102.03 for policies and procedures when a Waiting List for services exists. If the parent falls within an eligibility priority group for which funds are available, a certificate will be issued and mailed to the parent, who has up to ten business days to return the signed certificate to DECCD. Once the 10 day window has expired, the certificate will be considered abandoned and voided. —~~
- ~~(4) — Parents must select a CCPP approved provider. No payments will be issued for care provided while a provider is seeking to become an approved provider. A list of CCPP Approved Providers is available at www.childcareinfo.ms. —~~

102.04 WAITING LIST

- ~~(1) — DECCD will accept applications for services throughout the year. All families eligible to receive services will be added to the CCPP, as funding allows, and notified by September 1st. Families will be served according to the date of application and eligibility priority level. All other applications will be placed on a waiting list, in order of date received, by eligibility priority until May 31st. Any families on the waiting list not served prior to May 31st must reapply annually in the months of June, July, and August. —~~
- ~~(2) — When a Waiting List for the CCPP exists, applications for services will be date stamped and categorized by priority level. Applicants will receive written notice that they are on the Waiting List once the application is processed for eligibility. Applicants can refer to www.childcareinfo.ms to determine if a Waiting List for CCPP exists. Applicants who request applications by phone will be informed of the Waiting List by CCPP staff. —~~
- ~~(3) — If/When funds become available during the program year; certificates shall be issued by eligibility priority. All existing Priority 3A parents should be served first; second, those who were enrolled in an educational/training program the semester prior to the beginning of the waiting list; third, those on waiting list by order of application date; fourth, existing~~

Priority 3B parents; fifth, those who were enrolled in an educational/training program in the semester prior to the beginning of the waiting list; sixth, add waiting list parents by date of application and so on.

~~102.05 ELIGIBILITY DETERMINATION FOR SERVICES~~

~~(1) Eligibility Guidelines by Priority Group~~

- ~~A. TANF Parent(s) TANF clients are not required to complete an application form. Eligibility for CCPP for TANF parent(s) is determined by the MDHS, Division of Economic Assistance Case Manager for full or part time care. TANF clients will receive a certificate based on the referral and termination dates entered by the TANF Case Manager. The TANF parent is required to participate in an allowable TANF program activity. Each participant must comply with all the requirements of the TANF program.~~
- ~~B. TCC Parent(s) Clients referred for Transitional Child Care are not required to complete an application form. Eligibility for TCC should be determined by the MDHS, Division of Economic Assistance Case Manager. TCC clients will receive a certificate based on the referral and termination dates entered by the Case Manager. Terminations to clients receiving TCC can also occur when DECCD determines that the client is not in compliance with case requirements prescribed by the MDHS Division of Child Support Enforcement.~~
- ~~C. Very Low income, At Risk of Going on TANF In order to qualify for full time child care, the parent must be working at least 25 hours per week, or be enrolled full time in high school, enrolled in a full time GED program, or other approved educational or training program. Unpaid work hours required to complete course work for the school curriculum and/or work study may be counted toward the work requirement for the parent. Documentation must be provided. In a two parent family, each parent must be working at least 25 hours per week or one parent must be working at least 25 hours per week and the other parent must be enrolled in an approved full time educational or training program. The family's gross income must be at 50 percent or below the State Median Income. Children with special needs and children of deployed parents may be served in this Priority up to 85% of the SMI. Irregular hours of employment and income should be averaged.~~
- ~~D. Low income, At Risk of Going on TANF In order to qualify for full time child care, the parent must be working at least 25 hours per week, or be enrolled full time in high school or enrolled in a full time GED program, or other approved educational or training program. Unpaid work hours required to complete course work for the school curriculum and/or work study may be counted toward the work requirement for the parent. Documentation must be provided. In a two parent family, each parent must be working at least 25 hours per week or one parent must~~

~~be working at least 25 hours per week and the other parent must be enrolled in an approved full-time educational or training program. The family's gross income must be at or above 50 percent of the State Median Income and at or below 85 percent of the State Median Income. Irregular hours of employment and income should be averaged.~~

- ~~E. — Post Secondary Students — Certificates should only be written for one semester/quarter at a time. The beginning date of the certificate should be the first day of the month of class, for which proof of enrollment was provided, and the ending date is the last day of the month ending the semester. Students should be allowed 30 days from the ending date of the previous semester to complete the application process. Graduating seniors will have up to 60 days to find employment before their certificate is terminated, unless determined eligible otherwise.~~
- ~~F. — Resident In/Out of State Students — If a parent attends school in/out of state, the application should be made in the parent's name using the address where the child(ren) resides. Parents with residences outside the State of Mississippi should apply with their state of residence.~~
- ~~G. — The 25 hours per week work requirement is reduced for foreign students who hold a VISA because they are permitted to work only on campus for 20 hours per week. In order to remain eligible a copy of the VISA must be submitted annually to make sure it is current.~~
- ~~H. — Foster Children and children in Protective or Preventive Services are eligible for child care services without regard to the income of the guardian. Foster children, and children in Protective or Preventive Services will receive funding based on the referral and termination by the Case Manager, no application is required. When a child's case is closed by the Division of Family and Children's Services, that agency will send a Notification of Termination of Child Care for children receiving services through Foster Care, Protective Services or Prevention Services to DECCD.~~
- ~~I. — Parents may apply for a certificate that have been laid off or have lost their job for other reasons. These certificates will be issued for 60 days from the parent(s) last date of employment. This policy only applies when a parent notifies DECCD of the loss of employment within 10 business days of the loss.~~
- ~~J. — Children being served by the MDHS Healthy Homes Mississippi (HHM) home visitation program are eligible for child care services without regard to income. Children will be served based on referral and termination information received from HHM Family Support Workers (caseworkers).~~

~~(2) Income to Be Considered in Calculating Total Family Income~~

- ~~A. Gross income of applicant and spouse should be considered if the spouse is living in the home. Do not consider a spouse's income if they are separated and residing in a separate residence. All income above or less than 40 hours per week is considered irregular income. Irregular income and commissions should be averaged. For commissions and tips, the amount on the paycheck stub or statement from an employer should be averaged and added to regular work income. Do not consider bonus monies as income. If a parent is self-employed, individual/family total income is considered.~~
- ~~B. Social Security benefits for parents and child(ren) must be counted as income.~~
- ~~C. If a parent receives Supplemental Security Income (SSI), it should be counted as income. If a child(ren) receives SSI, the SSI for the child(ren) should not be counted as income.~~
- ~~D. Income earned by an adult living in the home, not married to the applicant but who is the biological parent of the child for whom services are being requested, should be counted. Income or work status earned by another adult residing in the home with the applicant to whom the applicant is not married, should not be counted. Do not include these individuals in determining the size of the household unless they are the biological parents of the child(ren) for whom application for service is being made.~~
- ~~E. i. All parents must comply with Child Support Enforcement requirements in order to receive a child care certificate(s). A Verification for Child Support Services Form should be mailed to parents as part of the Child Care Payment Program Application packet. Parents must complete the Verification Form and return it to DECCD as part of the completed application. In the case of TANF and TCC clients, information needed for this verification is provided in the referral made by the TANF/TCC Caseworker.~~
- ~~ii. All single or separated parents who do not currently have an open child support case must contact the MDHS County Child Support Office for an appointment to open a case(s) or to request a statement that the child or children are exempt and the parent is excused from cooperating. Married parents are not required to go through the MDHS, Division of Child Support Enforcement. This includes parents who have an existing order for child support issued by a judge.~~
- ~~iii. MDHS, Division of Child Support Enforcement may provide exemptions based upon Claims of Good Cause such as, but not limited to:~~

- a. ~~The noncustodial parent has caused physical and/or emotional harm to the child.~~
- b. ~~Physical and/or emotional harm caused by the noncustodial parent to the relative caring for the child limiting the custodial parent's ability to care for the child.~~
- e. ~~A child conceived as a result of incest or rape.~~
- d. ~~Pending legal adoption proceedings.~~
- e. ~~A public or private social services agency assisting you, the custodial parent, to decide whether to keep the child or to release the child for adoption.~~

iv. ~~When the completed Verification for Child Support Form is received by DECCD, the following steps will occur:~~

- a. ~~If the parent has checked yes in the first column, indicating that they have a Child Support case through DHS, pull up the Child Support website,~~
- b. ~~Search by parent's Social Security Number,~~
- e. ~~Click select and pull up and print the parent's information, including payments,~~
- d. ~~Attach the printout to the application and use the amount when calculating income and co-payment for the parent,~~
- e. ~~At annual re-certification, repeat step iii above.~~

F. ~~Any parent enrolled full time in high school or in a GED program may make an application in his/her own name, as a family unit separate from his/her parent. If the teen parent is living with his/her parent(s), the parent of the teen must meet the work requirements; however, the teen's parents' income should not be considered. If a teen parent lives in the home with her parent(s) or guardian, then the parent(s) or guardian of a teen parent under the age of 18 must sign the certificate and forms along with the teen parent.~~

G. ~~No adult living in the home with the child may be paid for child care. The biological parent of a child shall not be reimbursed for providing child care for his/her own child(ren) regardless of the location of their residence.~~

~~(3) Documents Required for Eligibility Determination~~

~~A. Income Documents:~~

- i. ~~Two paycheck stubs from within the past 30 days. If paid once a month, only one check stub is required.~~

- ii. ~~If a new job, the employer's letter on employer's company letterhead or employer's notarized statement verifying employment, income, rate of pay and number of hours worked. Actual check stubs must be submitted within 30 days.~~
- iii. ~~Parents paid in cash should obtain a certified letter from the employer on company letterhead or employer's notarized statement verifying employment, income, rate of pay and number of hours worked.~~
- iv. ~~Parents employed by temporary agencies may be certified with an original letter from an employer on company letterhead verifying employment, rate of pay, and number of hours worked. The letter of employment must be followed up with check stubs within 30 days.~~
- v. ~~Copy of Estimated Quarterly Tax Report if self employed, or another form of income documentation approved by DECCD. The other acceptable form of income documentation includes a Federal 1040 Tax Form including the Profit or Loss Statement (Schedule C). DECCD will use the Total Sales and Receipts amount located on the Profit/Loss Statement to determine if the work requirement has been met. DECCD will use the amount located on line 22 of the Federal 1040 Tax Form to determine income eligibility.~~
- vi. ~~The Work Number, an automated service is an option for income and employment verification. This service is an acceptable source for documenting employment and income. THE WORK NUMBER can be used instead of the employer's notarized statement or information on the employer's letterhead. Therefore, copies of check stubs are NO LONGER required to be submitted for those parents whose employment uses The Work Number Service. THE WORK NUMBER'S website is www.theworknumber.com, e-mail address is govinfo@theworknumber.com or 1-800-660-3399.~~

~~B. Educational Documents:~~

- i. ~~Parents enrolled in an approved educational program must provide enrollment documentation in the form of a letter from the institution's registrar confirming current full time enrollment. GED classes should be handled the same as any other approved educational training.~~

~~C. Additional Required Documentation:~~

- i. ~~Long Form Birth Certificate — A 90-day grace period shall be allowed to receive the birth certificate for a newborn. A 30-day grace period shall be allowed for all other children.~~

- ii. ~~Verification of social security numbers can be obtained from a copy of the social security card, the Form 121 Certificate of Immunization issued by the Mississippi Department of Health, or other official document showing the child's and/or a parent's name and social security number.~~

- iii. ~~DECCD must provide a statement that makes it clear to CCPP applicants that the provision of a Social Security Number is voluntary and that benefits will not be denied or withheld for the failure to furnish a Social Security Number. Instructions will be given to parents explaining how the Social Security Number will be used if provided, in order to encourage applicants who choose to provide them (e.g. to identify individuals with the same name).~~

- iv. ~~If it is necessary for parents to supply additional documentation of proof of residence, the parent must supply a current driver's license or state issued I.D. and a current bank statement, cell phone bill, utility bill or cable bill. The addresses on the driver's license, I.D. and bank statement/bill must match and corroborate the address of residence supplied to DECCD.~~

~~(4) Requirements for a Disabled Parent~~

- A. ~~If a two-parent family applies for assistance and one parent is working and the other has a disability and is unable to care for the child(ren) as a result, child care can be provided if a written statement is submitted by a physician stating the nature of the disability and that the parent is unable to care for the child(ren).~~
- B. ~~If a single parent has a disability and has a physician's statement stating the nature of the disability and that the parent is unable to care for the child(ren), the application should be made in the responsible guardian's name. The responsible guardian is the person responsible for the parent's affairs; the guardian must meet the work requirement. The disabled parent's Supplemental Security Income should be used to calculate the co-payment fee.~~
- C. ~~If a single parent is disabled and there is no guardian, the application should be in the single parent's name. Child care can be provided if a written statement is submitted by a physician stating the nature of the disability and that the parent is unable to care for the child(ren).~~
- D. ~~If the guardian with whom the child(ren) reside(s) has a disability, child care can be provided if a written statement is submitted by a physician stating the nature of the disability and that the guardian is unable to care for the child(ren). Verification of cooperation with Child Support Enforcement is required if the biological parents are not deceased.~~

~~(5) Parents enlisted in the United States Military and Deployed~~

~~responsible guardian's income should not be counted but the responsible guardian must meet the 25 hours per week work requirement, unless they are 65 years of age or can provide proof that they have retired from full time employment.~~

~~(6) Pell Grants~~

~~Pell Grants should not be considered as income when determining eligibility. Pell Grant funds and child care subsidy payments can be used simultaneously for child care services.~~

~~102.06 RE-DETERMINATION~~

- (1) ~~Re-Determination of working parent's eligibility is to be re-established during the CCPP year in the months of February, March, April, and May. DECCD will send a letter to~~

~~parent(s) requesting check stubs or other verification of employment and request verification of household/marital status. If the CCPP Application Packet is not returned by the due date indicated, a second notice should be mailed certified return receipt requested. If the mail has been returned undeliverable, the child care provider should be notified. Failure to comply with Re-Determination procedures shall result in termination of certificates.~~

- ~~(2) Re-Determination of parent's eligibility for those enrolled in an approved educational program is determined every semester or quarter. Documentation for redetermination will include proof of school enrollment (if not currently on file), proof of employment, proof of household size and location, and proof of income. Failure to comply with Re-Determination procedures shall result in termination of certificates.~~
- ~~(3) When income is recalculated and there is a change in a co-payment fee, a notice is sent to the parent and the provider. The updated co-payment fee is effective on the first day of the month following the month of re-determination. If income increases beyond 85 percent of the State Median Income, child care will be terminated, giving a two week notice. If the parent is no longer working, child care will be terminated, giving a two week notice to the child care provider. If the parent has been temporarily laid off or has lost a job for other reasons, child care will not be terminated until 60 days after the last work day, giving the parent time to be reinstated in their job or to search for a job, provided the parent notified DECCD of loss of employment within 10 days of the event.~~

SECTION 103: CO-PAYMENT FEES

103.01 DETERMINING CO-PAYMENT FEES

- (1) ~~TANF parents are not assessed a co-payment fee. For all other parents, co-payment fees are determined based upon the parent's family size and income according to the CCDF Child Care Monthly Co-payment Fee Scale for Parents.~~
- (2) ~~Co-payment fees are redetermined when there is a change in the parent's income or household size, or during annual redetermination of eligibility. The updated co-payment fee is effective on the first day of the month following the month of re-determination.~~

103.02 ASSESSING CO-PAYMENT FEES PER CHILD

- (1) ~~If a parent has one child receiving full-time child care services, the total co-payment fee should be placed on that child's certificate. If a parent has one child receiving part-time child care services, only half of the total co-payment fee should be placed on the child's certificate.~~
- (2) ~~If one child is in full-day care and part-day care during the same month, the fee should be assessed on the majority of the type of care provided. For example, if a child is served 16 part-time days and five full-time days, the part-time co-payment fee would be assessed for the month.~~
- (3) ~~If a parent has more than one child receiving full-time service, the total co-payment fee is divided equally among the number of children receiving care. If two or more children are receiving part-time services, one-half of the divided fee should be placed on each certificate. If a parent has children receiving before/after child care and holiday/summer child care, a full co-payment fee and a half co-payment fee are placed on each certificate and the appropriate fee is deducted during the payment cycle.~~
- (4) ~~Exceptions:~~
 - A. ~~If a parent has two children, one who is receiving full-year, full-time child care and one being added for holiday/summer child care only, the co-payment fee for the full-year, full-time care will remain the same. The parent is assessed an additional \$10.00 fee for the child receiving holiday/summer child care.~~
 - B. ~~If a parent has two or more children receiving full-year, full-time child care and one child receiving holiday/summer care only, the total co-payment fee is divided equally among the children attending full-time. The parent is not assessed a co-payment fee for the child receiving holiday/summer child care.~~
 - C. ~~Parents assessed a minimum co-payment fee are:~~
 - i. ~~Foster Children~~

- ii. ~~Children in Protective/Preventive Service~~
- iii. ~~Special Needs Children — Special Needs status must be documented. — If there are other children in the family who are receiving child care services, the fee will be \$10 or the child's prorated share of the family's co-payment fee, whichever is less. — Services for children with Special Needs will continue until the child reaches 18 years of age.~~

~~103.03 NON-PAYMENT OF CO-PAYMENT FEES~~

~~Co-payment fees are to be paid during the current month directly to the provider according to payment arrangements established by the provider and parent. — Providers must maintain proof of collection of co-payment fees, identified separately from tuition overage payments made by parents. — Providers must provide proof of co-payment fees to parents in the form of a receipt including the parent's name, date and amount of payment, center name, if applicable, and the child care provider's name and signature. — If a parent fails to pay the co-payment fee prior to the end of the month, the provider is required to notify DECCD. — Non-payment of co-payment fees may result in termination of the parent from CCPP. — If the parent requests a change in child care provider with an outstanding balance of co-payment fees to the current provider, the parent must pay all co-payment fees before a new certificate is issued. — It is the responsibility of the provider to report non-payment of co-payment fees to DECCD. — The provider may not charge parents any cost over the assigned co-payment fee unless the cost for child care to the general public is higher than the amount paid by the certificate program.~~

~~103.04 CO-PAYMENT RECOUPMENT/REPAYMENT~~

- (1) ~~— If a parent's fee was assessed at a rate higher than the correct fee and the parent has made payment to the provider, — the parent is to be reimbursed by the provider for the difference for each month paid. — The correct fee is to be noted on the certificate and a notice of the change forwarded to the provider and the parent.~~

~~If a parent's fee was assessed at a rate lower than the correct fee, the parent — is responsible for reimbursing the provider for the difference between the corrected co-payment amount and the incorrect co-payment amount that was paid.~~

~~103.05 PRORATING CO-PAYMENT FEES~~

~~The assessed co-payment fee reflects a monthly rate regardless of attendance. — If a child is enrolled between the 1st and 15th of the month, the full monthly co-payment fee is assessed for the first month of service. — If the child is enrolled between the 16th and last day of the month, one half of the monthly co-payment fee is assessed for the first month of service. — If a parent desires to change a provider during the month, it is the parent's responsibility to pay the appropriate co-payment fee to any subsequent providers.~~

SECTION 104: MISSISSIPPI eCHILDCARE

~~Mississippi eChildcare is a technology-based method of issuing payments to child care providers and tracking child attendance. Licensed child care facilities and their enrolled families will utilize Point of Service (POS) machines to track child attendance. Unlicensed providers and their enrolled families will utilize a telephone-based Interactive Voice Response (IVR) system to track child attendance. All providers will have access to the Mississippi eChildcare Portal to login and gain access to information related to authorized certificates assigned to their provider number. The following policies describe the Mississippi eChildcare requirements and processes for parents and child care providers.~~

104.01 DESCRIPTION OF POS AND IVR USE

- ~~(1.) The Mississippi eChildcare Program is a system used to track child attendance for children receiving subsidy funds from the Mississippi Child Care Payment Program. Payments are made to approved providers based on the information entered into the POS or IVR and other policies stated in this document. For licensed providers this system involves the use of a finger scan by a parent or household designee to document attendance at the child care facility on a daily basis. For unlicensed providers, this system involves the use of a land-line telephone system by a parent or household designee to document attendance at the child care facility on a daily basis. Parents or household designees can enter the current day's attendance, or enter previous check-in/out times for up to seven days, the current day and six previous days. The system is designed to accommodate these actions, but timely and accurate payment occurs when attendance is entered daily.~~
- ~~(2.) Each family case can have up to five finger scans, the parent is the primary scan and they may select up to four household designees that have the authority and responsibility to comply with POS and IVR processes daily. Parents are responsible for all actions in the POS and IVR, even if those actions were taken by a household designee. No employee of the child care center or the individual child care provider can be a household designee for any child attending their program.~~
- ~~(3.) Clients and their designees are responsible for recording the actual times and dates their child attends by either scanning their finger image into the POS machine or by using the IVR system.
 - ~~i. If the client or designee receives a denial message, the provider shall charge the client for that day of care. If it is later determined that the denial was in error, the provider shall reimburse the client for any payments made for care as a result of the denial message.~~
 - ~~ii. Providers shall monitor the POS machines and/or the Provider Portal to ensure correct attendance times and dates have been entered by the client. If the client makes an error, the provider shall void the transaction and ask the parent to enter the correct time and date of attendance.~~~~

- iii. ~~When clients fail to enter attendance for a day that care was provided, record incorrect times, or receive a denial message, the system will allow the client to enter a previous check in/out for the current day and the previous six days.~~

104.02 CLIENT RESPONSIBILITIES FOR RECORDING CHILD ATTENDANCE

The following policies describe the role and responsibility of clients with authorized certificates from the Mississippi Child Care Payment Program:

- (1.) ~~All clients and their selected Household Designees are required to view the Mississippi eChildCare training video for either the POS or the IVR, depending on the type of child care provider selected. Training videos are available on DECCD's website, MDHS county offices, and at Mississippi Child Care Resource and Referral sites across the State.~~
- (2.) ~~All clients are responsible for identifying up to four Household Designees that will be allowed to check the child(ren) in and out of care daily. Parents are ultimately responsible for ensuring attendance is recorded at the provider site. Parents will enter the legal names of their selected household designees by logging into the Child Care Payment Program website upon completion of their training.~~
- (3.) ~~All clients and household designees utilizing a licensed child care facility are responsible for having their finger scanned into the Mississippi eChildcare system.~~
- (4.) ~~All clients are responsible for using the POS/IVR daily to record check in and out times at the provider location within seven days the current day plus the previous six days. DECCD will only pay for recorded check ins and outs. If a client fails to use the POS/IVR to check the child in or out they are responsible for full payment to the provider for that day.~~
- (5.) ~~All clients are responsible for checking the POS/IVR message after each check in or out to determine if it is approved, denied, or pending. If the check in/out is denied or pending, the client is responsible for reporting the problem to the child care provider immediately.~~
- (6.) ~~All clients are responsible for maintaining the security of their personal identification number (PIN). This number should not be shared with the child care provider.~~
- (7.) ~~DECCD will not pay if one or more of the following occurs:~~
 - i. ~~The child is absent and has exceeded the maximum number of allowed absence days.~~

- ii. ~~When a POS machine is used to record child attendance, parents must record child absences in order for providers to be paid for the allowed paid absence days. Parents are responsible for payment to providers for any absences not paid by DECCD for this reason.~~

104.03 PROVIDER RESPONSIBILITIES FOR MISSISSIPPI ECHILDCARE

The following policies describe the role and responsibilities of child care providers approved by the Mississippi Child Care Payment Program:

-
- (1.) ~~Providers shall never be in possession of the child's PIN number, or use the client's PIN number to record attendance.~~
 - (2.) ~~Providers shall never move the POS machine to another location without receiving prior written approval from DECCD.~~
 - (3.) ~~Providers shall require clients to enter attendance as care is used.~~
 - (4.) ~~Providers shall never ask or require a client to enter attendance for a day the child does not attend.~~
 - (5.) ~~Providers shall maintain all sign in/out sheets required for monitoring as described in Section 105.01 of this document.~~
 - (6.) ~~Providers shall ensure that all attendance submitted is correct and void any incorrect transactions within the seven day limit the current day and six previous days.~~
 - (7.) ~~DECCD will not pay/adjust underpayment to providers if one or more of the following occurs:~~

-
- i. ~~The provider failed to report any errors on the child's certificate that would cause payment to calculate incorrectly within 10 days of issuance of the certificate copy to the provider. Any errors must be reported using the Provider Request for Child Information Correction Form (Appendix Q). This form may be found on the DECCD website. Licensed and Unlicensed Providers must submit this form to CCPayment@mdhs.ms.gov. Slot contractors must submit this form to Slot.Contractor@mdhs.ms.gov.~~
 - ii. ~~The provider failed to report an error with a payment using the Provider Report of Underpayment Form within 10 days of issuance of payment to the provider.~~
-

~~SECTION 105: PAYMENTS TO PROVIDERS FOR CHILD CARE SERVICES~~

~~105.01 SIGN-IN/OUT SHEETS~~

~~Providers are required to maintain a record of accurate attendance and absences on sign in/out sheets and on daily class rolls for each child in order to document attendance. The sign in/out sheets must show the child's first and last name, the full name of the parent/guardian or parent's authorized representative, the time the child is signed in with the signature of the person signing the child in, and the time the child is signed out with the signature of the person signing the child out each day. If sign in/out sheets are not maintained and made available upon request and/or for Monitoring processes, or do not follow the policies described above, funds issued based on missing/erroneous information shall be recouped by DECCD. Unlicensed providers are not exempt from this policy.~~

~~105.02 PAYMENTS~~

- ~~(1.) Payments for child care services are made to providers in accordance with the policies described in this document.~~
- ~~(2.) DECCD makes bi-monthly payments to providers for child care services provided through a direct deposit process.~~
- ~~(3.) The payment week begins every Sunday at 12:01 a.m. and ends every Saturday at midnight.~~
- ~~(4.) Licensed providers shall receive one POS machine for every 50 children enrolled in their program with an authorized child care certificate. These machines will be installed within ten days of the approved provider reporting enrollment of a child with an authorized certificate at their center. No provider will receive a POS machine while seeking approval by the Mississippi Child Care Payment Program.~~
- ~~(5.) Adjustments are made when an overpayment or underpayment occurs.
 - ~~i. An underpayment is the result of error by DECCD, or other MDHS Divisions making referrals for care. Once the error has been identified, funds will be disbursed with the next regularly scheduled payment to the provider.
 - ~~A. Providers must report errors in their payment to DECCD using a Report of Underpayment form within ten days of receipt of incorrect payment. No payment adjustments will be processed if received after this deadline has passed.~~
 - ~~C. If the client's attempts to enter attendance were denied in error, or incorrect rates were applied due to an error in eligibility information, DECCD will make a manual adjustment upon receipt of the Report of Underpayment form.~~~~~~

~~ii. Overpayments are the result of error by DECCD, clients, or providers. Payment plans will be instituted so that funds are deducted from future payments made to the provider.~~

~~A. Payment plans will not exceed 12 months, unless approved by the Director of DECCD.~~

~~B. If a child care provider is debarred or suspended from participation in the Mississippi Child Care Payment Program before an overpayment is recouped in full, all future payments will be withheld in their entirety and applied to the outstanding balance.~~

~~(6.) Payments will not be issued for care provided prior to a provider's approval with DECCD, or prior to the issuance of a certificate to a child.~~

~~105.03 CONDITIONS OF PAYMENT~~

~~(1) Providers are not allowed to charge a higher rate to families in the certificate program than the rate charged to the general public.~~

~~(2) A. If the child care center's policy states that a program stipend will be provided to non-certificate children, the provider must document the amount and the source of funds for each child on a monthly basis. Parent co-payment fees cannot be used as children's stipends. This documentation must be in hard copy such as check stubs receipts, etc., that will show Mississippi Department of Human Services auditors a clear paper trail of cash infusion from non-tuition sources and non-child-care-certificate monies sufficient to cover the full amount of tuition without any stipends.~~

~~B. Parents (including TANF workers) employed at a licensed center or group home may be eligible for a child care certificate providing that they do not care for their own child(ren). Nor can the child(ren) be included in a group assigned to the biological parent to maintain the adult/child ratio required by the Mississippi State Department of Health, Division of Child Care Licensure.~~

~~C. Rates of reimbursement are assigned on a certificate based on the provider type (licensed or unlicensed), age of child, and Tier level. A full-time rate may be charged for non-traditional child care. Non-traditional child care is appropriate when a parent requires full-time child care in lieu of before and after school care.~~

~~D. School aged children and children who attend other programs such as Head Start will be reimbursed at the part-time rate for absences during vacation and holidays except during times when it is documented that the child(ren) attended the licensed child care center for the full day because the school was not open or for out-of-school suspension during the school year. Full time reimbursement will be issued for full time care provided by licensed centers when the primary school setting is closed or for out-of-school suspension.~~

- ~~E. — Providers will be reimbursed at a part time rate for any day in which a school age child or child with a full time/part time certificate is present for a full day of care while their primary school setting is open. —~~
- ~~F. — Summer child care for school aged children will be reimbursed at the full time rate for absentees, vacation, and holidays. —~~
- ~~G. — If at any time during a CCPP year, a provider changes Tier reimbursement status, changes will be adjusted in the system to allow for future reimbursement at the appropriate rate. —~~
 - ~~i. — If it becomes necessary for the Tier 1 eligible director to be absent for leave, DECCD must be notified within 10 days. — DECCD will determine on a case by case basis if Tier 1 reimbursement will continue during leave. —~~
- ~~H. — Full time certificate payments for school age children may not be issued to students enrolled in grades one through twelve unless full time care is needed during non-traditional hours and/or the primary school setting is closed. —~~
- ~~I. — Full time certificate payments may be issued for 3 and 4 year olds enrolled in public or private pre-kindergarten programs where tuition is assessed. — Certificates will expire on a child's 5th birthday. — Families who continue to meet eligibility criteria may apply to continue services until the child is 12 years of age, or 18 years of age if a special needs child. — Additionally, 5 year old children whose parent(s) elect not to enroll their child(ren) in a public kindergarten program may receive full time certificate funds until they reach the age of 6(six), which is the compulsory age for school attendance in the state of Mississippi. —~~

~~105.04 ABSENTEES AND NOTICE~~

- ~~(1) — If a child is repeatedly absent Due to a chronic illness, DECCD shall be notified by a letter from the child's physician describing the likelihood of repeated absence. — DECCD will make a notation in the system, and will pay licensed providers for absences that are reported due to chronic illness. — Parents are responsible for paying their determined co-payment amount in full even if the child does not attend due to chronic illness. —~~
- ~~(2) — In the case of court ordered visitation, DECCD must be notified and a copy of the visitation order of the court must be kept on file by the provider. — Any days a child is absent due to court ordered visitation will not count towards a child's paid absence day allotment of 15 days per program year. — Parents are responsible for paying their determined co-payment amount in full even if the child does not attend due to court ordered visitation. —~~

- ~~(3) — The Child Care Payment Program will provide a two-week notice for the termination of all certificates issued to licensed providers, except in the instance of substantiated provider fraud. —~~

- ~~(4) — A child care center must remain open on days when children are taken on field trips or any other day outside of the approved holiday list provided by DECED for any children who cannot attend the field trips or need child care during holidays, etc. —~~

- ~~(5). — Clients utilizing licensed facilities shall enter in attendances. — The absence of a matched check in/out will result in non-payment to the provider for all days in which this occurs. — Unlicensed providers are paid for attendance only. — Clients utilizing unlicensed providers do not have to use the IVR to record absences. —~~

SECTION 106: INTERRUPTION OF CHILD CARE SERVICES

106.01 ALLOWABLE LEAVE TIME FOR PARENTS

- ~~(1) — Parents who lose or change jobs are allowed a 60 day grace period from the last date of employment before child care services are terminated in order to give the parent time to be reinstated in their job, providing that a Change of Information form is submitted to DECCD within 10 working days of the change in employment. During this 60 day period, the parent is required to submit new eligibility documentation and be redetermined eligible for services. Failure to notify DECCD within 10 days of the change in employment or submit acceptable eligibility documentation shall result in the termination of services.~~
- ~~(2) — Temporary Job Closings — Workers temporarily unemployed due to the nature of their work may include but are not limited to workers employed in construction, factories, or poultry and catfish processing plants. Extensions beyond the approved 60 days must gain approval from DECCD on a case-by-case basis.~~
- ~~(3) — Natural Disaster — Child care services should be continued when parents are off work due to circumstances beyond the parent's control such as hurricanes, floods, and tornado. Licensed child care providers shall be reimbursed when the center is closed temporarily due to a natural disaster for up to 10 business days per occurrence unless the parent needs to make alternate care arrangements. Unlicensed centers shall be reimbursed for actual attendance only.~~
- ~~(4) — A pregnant mother is allowed six weeks of child care assistance during maternity leave. Documentation from a physician of the maternity leave must be included in the parent's file. If more leave time is required due to medical reasons, a physician's statement must be submitted to DECCD. The parent must provide new eligibility documentation once she returns to work. Failure to submit acceptable eligibility documentation shall result in the termination of services.~~
- ~~(5) — Fathers are allowed six weeks of child care assistance related to the birth of a child, if the employer/educational institution approves the leave time. Documentation in the form of a letter on the employer/educational letterhead allowing the leave of absence for this reason must be submitted to DECCD.~~
- ~~(6) — Parent(s) are allowed six weeks of child care assistance in cases of adoption of a new child or when a Foster Child is placed in the home, if the employer/educational institution approves the leave time. Documentation in the form of a letter on the employer/educational letterhead allowing the leave of absence for this reason must be submitted to DECCD.~~
- ~~(7) — Parent(s) are allowed up to thirty days of sick leave from their job if documented by their employer and physician. Extenuating circumstances in which additional time is required will be handled on a case-by-case basis.~~
- ~~(8) — A child is allowed 15 paid absence days per federal fiscal year (beginning October 1—~~

~~September 30). Absences related to court-ordered visitations, chronic illness, and medical treatment for children with special needs are not counted as vacation days as long as documentation of these circumstances is on file with DECCD.~~

~~(9) DECCD will pay for up to 11 holidays for the period beginning October 1 through September 30. If the Governor allows days in addition to the list below in observance of a holiday, providers will be notified that they are also allowed these extra days. If the identified holiday falls on a weekend, the DECCD Director will designate weekdays to observe the holiday at their discretion.~~

~~(10.) **Approved paid holidays for licensed providers:**~~

~~January 1 New Year's Day~~

~~The Third Monday of January Robert E. Lee's Birthday and Dr. Martin Luther King, Jr.'s Birthday~~

~~Spring (date varies annually) Good Friday~~

~~The Last Monday of May National Memorial Day and Jefferson Davis's Birthday~~

~~July 4 Independence Day~~

~~The First Monday of September Labor Day~~

~~November Thanksgiving Day & the Friday after~~

~~December 24 Christmas Eve~~

~~December 25 Christmas Day~~

~~December 31 New Year's Eve~~

~~**106.02 REASONS FOR TERMINATION**~~

~~(1) TANF, TCC, Foster Children and Children in Preventive/Protective Services, and participants of Health Homes Mississippi are referred for services by a MDHS Case Manager/HHM Family Support Worker. Services shall be terminated upon notification by the Case Manager for TANF clients and Children in Foster, Preventive/Protective Services. Clients receiving TCC and participating in Healthy Homes Mississippi shall be terminated upon notice from a MDHS Division of Economic Assistance caseworker, HHM Family Support Worker, or when found to be out of compliance with requirements of the MDHS Division of Child Support Enforcement, when applicable.~~

- ~~(3) — Non-payment of co-payment fees shall result in suspension from the Child Care Payment Program for a one-year period.~~
- ~~(4) — A child care certificate may be terminated upon the request of the parent, or by DECCD in accordance with CCPP policy.~~
- ~~(5) — Child care services will be terminated when a child grows older than the age requirements.~~
- ~~(6) — If at any time a parent provides fraudulent information, child care services are immediately terminated and the client is ineligible to reapply for a one-year period. DECCD may elect to permanently disbar parents from participation in CCPP in accordance with Section 108.01(1) of this document.~~

106.03 CHANGE IN PROVIDER

- ~~(1) — Parents are allowed to change providers when the current provider is no longer preferred. Parents must request a change in provider from DECCD prior to withdrawing the child, unless under emergency circumstances. The parent(s) shall give at least two weeks prior notice to the current provider before withdrawing the child from the center unless there are extenuating circumstances. While parents have the right to exercise parental choice in selecting a child care provider, certificates will not be issued to a provider until they have met all requirements to become a CCPP approved provider. Parents must select a CCPP approved provider. No payments will be issued for care provided while a provider is seeking to become an approved provider.~~

Section 107 DISPUTES

107.01 PARENTAL AND PROVIDER DISPUTES

~~(1) — Any unresolved dispute concerning a question of fact under the Application/Agreement between DECCD and Parent or Provider shall be decided by the Director of the Division of Early Childhood Care and Development. In the review by the DECCD Director the Parent or Provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review. This decision shall be reduced to writing and a copy thereof mailed or furnished to the Parent or Provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the Parent or Provider mails or delivers to the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director or his/her designee, DECCD will proceed in accordance with the decision of the Director of the Division of Early Childhood Care and Development. In addition, listed below are the procedures to be used when an Administrative Hearing for a Child Care Dispute is desired:~~

~~A. — A Parent or Provider may not request a hearing on behalf of another individual or to discuss decisions regarding another person. —~~

~~B. — If an Administrative Hearing is desired, a written request for the Hearing must be submitted to the Director of the Division of Early Childhood Care and Development. If requested, an Administrative Hearing will be held with the Director of the Division of Early Childhood Care and Development serving as the Hearing Officer.~~

~~C. — The Hearing Officer will be a neutral observer who will conduct the Hearing. The Hearing Officer will listen to both sides and then make a decision based upon the evidence that is provided.~~

~~D. — This is an informal proceeding that gives both parties their due process rights and a forum to provide evidence. This is not an adverse process. Questions are to be asked only for clarification. If a party has legal representation, the attorney is there only to give legal advice to his/her client and not for direct or cross examination.~~

SECTION 108: FRAUD AND ABUSE

This section outlines the policies and procedures for handling alleged and/or substantiated fraud and exploitation in the Child Care Payment Program by a parent and/or provider.

108.01 POLICY STATEMENT

Any person applying for or receiving public assistance by using false statements, and any person assisting that person to receive such public assistance with knowledge of those false statements, is subject to criminal prosecution. The offense may be a misdemeanor when the amount received or requested is below \$500 or a felony if the amount received or requested is above \$500. If a child care center knowingly provides false information, a financial penalty will be imposed. Whether or not a criminal conviction results, at the first offense, recoupment will be made and the center may be disqualified from participating in the Child Care Payment Program, contingent upon whether the deception is intentional or unintentional.

108.02 SUSPECTED FRAUD OR ABUSE OF FUNDS

- (1) DECCD staff will not attempt to resolve any suspicion of parent and/or provider fraud or misuse of funds. DECCD staff will collect any documentation to support an investigation of suspected fraud or misuse of funds. This documentation shall be referred directly to the Director of the MDHS Division of Early Childhood Care and Development for referral to the MDHS, Division of Program Integrity (DPI) for investigation. DECCD staff will not alert the parent and/or provider of any suspicion of fraud or misuse of funds while an investigation is pending. Funding may continue during the investigation.
- (2) in the event that fraud is substantiated in a licensed child care facility, DECCD will assist the parent(s) with locating an alternative child care facility or home without an interruption in child care services unless the parent(s) chooses to keep their child(ren) at the center and forfeit the CCPP funding. In this situation, a notarized statement of fact from the parent(s) must be retained by DECCD. If it is determined that fraud was committed by a parent, the provider will be allowed two weeks' notice of termination.

108.03 RECOUPMENT OF FUNDS

- (1) The MDHS, Division of Program Integrity (DPI) shall employ the required steps to recoup or attempt to recoup funds paid for ineligible services because of suspected parent or provider fraud or misuse of funds when unable to resolve otherwise. The steps include, but are not limited to:
 - A. A letter outlining the DECCD policy violated, the total amount of funds to be repaid, the legal action to be pursued if the parent or facility owner fails to cooperate, and a response time frame of 15 calendar days; the letter and the report

~~shall be sent to the alleged offender by certified mail; a copy shall be retained by DPI and the Director of DECCD;~~

- ~~B. After the DPI completes an investigation of alleged fraud and/or misuse of funds, if applicable, criminal charges shall be filed with the appropriate local law enforcement agency, when fraud is substantiated.~~
- ~~C. When fraud is substantiated and criminal charges are filed with the local law enforcement agency, funds shall be recovered through restitution ordered by the court. Checks issued by the court for restitution shall be made payable to Treasurer, State of Mississippi and mailed directly to the MDHS, DPI.~~
- ~~D. The MDHS, DPI staff shall track receipt of checks issued for payment of restitution on a case-by-case basis until all funds have been recovered.~~

~~108.04 FINAL DISPOSITION FOR ACTION~~

~~A copy of any final judgment issued by the Court shall be forwarded directly to the MDHS, DPI and a copy of the final judgment will be provided to DECCD by the MDHS, DPI.~~

SECTION 109: MONITORING

109.01 MONITORING PROCEDURE

- (1) ~~DECCD will monitor a selection of licensed and unlicensed providers participating in the certificate program at least once annually. DECCD will select centers whose records indicate a need for technical assistance, for example, perfect attendance submitted for each child each month. According to MDHS Subgrantee Manual, DECCD staff may conduct monitoring visits un-announced. DECCD will not monitor any fiscal or children's files without the director or an approved supervisor staff person in attendance. Only necessary documentation should be requested from the parent and provider.~~

- (2) ~~Monitoring visits will include a review of the following records:-~~
 - A. ~~Licensed and unlicensed providers must maintain a daily attendance roster (sign in/out sheets) for each child in accordance with Section 104.01(1) of this document.~~

 - B. ~~The attendance recorded on the provider's sign in and out sheets will be compared to the attendance reported to DECCD. All documentation related to child attendance will be reviewed.~~

 - C. ~~The center's published rates charged to the general public will be compared to the rates requested and received on each certificate.~~

 - D. ~~Verify the payment of co-payment fees. Both licensed and unlicensed providers are required to maintain receipts for payment of monthly co-payment fees.~~

 - E. ~~A copy of the center's license, if applicable, will be requested if a current copy is not on file with DECCD.~~

 - F. ~~Records will be reviewed to verify that the center has retained a copy of the Center's Statement of Agreement.~~

 - G. ~~The center will be monitored to make sure that the hours of operation meet the needs of the full-time working parents plus travel time. The center must be open at least five (5) days per week.~~

 - H. ~~The attendance will be checked to ensure that the provider is not receiving more (CCDF and TANF) certificates than its' licensed or allowed capacity at any given time (for example, non-traditional shifts, and before and after school). If it is determined during the monitoring visit that the attendance exceeds the provider's~~

~~licensed or allowed capacity, then the situation will be reported to the Mississippi State Department of Health, Child Care Licensure and DECCD. Attendance in excess of licensed or allowed capacity is considered fraudulent and shall result in a recoupment of funds issued for certificates in excess of licensed or allowed capacity.~~

- ~~I. Unlicensed providers must provide copies of immunization records (Form 121 Certificate of Immunization issued by the Mississippi Department of Health) for providers and all children enrolled in care.~~
 - ~~J. Per the Center Statement of Agreement, all child care providers are notified that monitoring may be announced or unannounced. Refusal to cooperate in the monitoring process shall result in a financial penalty.~~
- 3) ~~A. If a center is not accurately recording attendance or is charging different rates, the center will receive a letter concerning the finding(s). Any overpayments that occurred because of these two situations shall be recouped by DECCD.~~
- ~~B. A center with findings may be monitored again, by either announced or unannounced visits. If the center is still in non-compliance under the original finding(s), a copy of all correspondence regarding the matter shall be forwarded to DECCD and processes for Suspension or Debarment described in this document will be engaged.~~

~~109.02 SUSPENSION, DEBARMENT, AND PENALTIES~~

- ~~(1) If a parent commits fraud or abuse, suspension or debarment will occur in addition to any financial penalties/recoupments necessary. During suspension, a parent may not apply for or receive CCPP funding until the date indicated on the Notice of Suspension.~~
- ~~(2) If a provider commits fraud or abuse, suspension or debarment will occur in addition to any financial penalties/recoupments necessary. During suspension, or upon debarment, a provider may not hold any administrative position in a facility or home in which CCPP subsidies are received. This includes any position responsible for the recording or tracking of enrollment and attendance as well as the completing and reporting of family/child status and/or enrollment and attendance to CCPP.~~
- ~~(3.) Penalties shall be assessed of the provider if any of the following occur:
 - ~~i. The provider is in possession of a client's PIN number.~~
 - ~~ii. The provider uses a client's PIN number in the IVR process.~~
 - ~~iii. The provider requests a parent submit attendance for days the child was not in care.~~~~

~~iv. The provider submits attendance through the use of a POS or IVR system.~~

~~(4.) When DPI determines that any of the previous scenarios have occurred, the following penalties shall be assessed in addition to the recoupment of the full amount issued to the provider as a result of the fraudulent activity:—~~

~~—— i. The first violation shall result in a penalty of 10% of the total overpayment.~~

~~—— ii. The second violation shall result in a penalty of 20% of the total overpayment.~~

~~—— iii. The third violation shall result in a penalty of 30% of the total overpayment and debarment from participation in the Mississippi Child Care Payment Program.—~~

~~—~~
~~(5.) Penalties will be collected in accordance with the processes described in Section 105.02(2) of this document.~~

Source: ~~Miss Code Ann. § 43-1-2 (Rev. 2009)~~

GLOSSARY OF TERMS

This section contains the definition of key words or phrases and clarifies the terms as they relate to this manual.

ADULT— A person who has reached the age of majority (at least 18 years of age).

ATTENDING (EDUCATIONAL/JOB TRAINING)— Full time enrollment in an education and/or training program resulting in a degree or certificate designed to promote job skills and employability. Full time is determined by the institution.

AUTHORIZED REPRESENTATIVE— An individual who has the legal right to speak or act on the parent's behalf. Written authorization must come to the child care center or DECCD directly from the parent and be maintained in the appropriate file.

BEFORE AND AFTER SCHOOL CARE— Child care services for school-aged children (ages 5-12) during the hours before and after the regular school day. Under CCDF child care may be provided for children under the age of 13 and for those children under the age of 18 who meet the SSI definition of disability by having medically proven physical or mental condition(s) that caused marked and severe functional limitations expected to last at least 12 months in duration.

CARE GIVER— An individual at least eighteen (18) years of age with a high school diploma or equivalent (GED) who provides direct child care, supervision, and guidance to an eligible child.

MONTHLY CHILD CARE CO-PAYMENT FEES FOR PARENTS— A system of cost-sharing based upon income and size of the family for families who participate in the Child Care and Development Fund Program. Parents are required to pay a monthly co-payment fee to their child care provider of choice as a condition of program participation, with the exception of clients receiving TANF.

CHILD CARE AND DEVELOPMENT FUND (CCDF)— A federally funded program designed to provide quality child care services to eligible very low income families who are actively participating in an allowable TANF activity, transitioning off TANF, at risk of going on TANF and are in need of child care in order to work OR are low income families, employed or enrolled in an approved educational or training program.

CHILD CARE CERTIFICATE— A document issued by DECCD directly to a parent(s) who has been determined eligible for CCDF, who may use it as payment for child care services. A child care certificate is assistance to the parent, not assistance to the provider.

CHILD CARE FACILITIES:

CENTER-BASED— A non-residential facility in which shelter and personal care is

~~regularly provided for six or more children who are not related within the third degree computed according to the civil law to the operator and who are under the age of 13 and receive care for any part of a 24-hour day. No parent or guardian may provide care for their own child in this setting.—~~

~~For all Child Care Centers, as defined above, related children of all staff must be included in the licensed number. These centers are considered commercial establishments and must meet all requirements of the Regulation Governing Food Service Sanitation. Additionally, these licensed centers must remain in compliance at all times with the Mississippi State Department of Health's Regulations Governing Licensure of Child Care Facilities.—~~

~~**FAMILY CHILD CARE HOME**—An occupied residence in which shelter and personal care is regularly provided for five or fewer children who are not related within the third degree computed according to the civil law to the provider and who are less than 13 years of age and are provided care for any part of the 24-hour day. These homes may voluntarily register with the Mississippi State Department of Health and must be registered with the Division of Early Childhood Care and Development, Mississippi Department of Human Services. The provider must be at least 18 years old and cannot be a biological parent of the child receiving assistance. No parent or guardian may provide care for their own child in this setting.—~~

~~**GROUP HOME CHILD CARE**—An occupied residence in which shelter and personal care are regularly provided for six to 15 children who are not related within the third degree computed according to civil law to the operator and who are under the age of 13 and receive care for any part of the 24-hour day. Children related within the third degree are included in determining space and staff, but are not included in the licensed number. No parent or guardian may provide care for their own child in this setting.—~~

CHILD CARE PROVIDERS:

~~**CENTER-BASED CHILD CARE PROVIDER**—A provider licensed or otherwise authorized to provide child care services for fewer than 24 hours per day per child, in a non-residential setting, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training. No parent or guardian may provide care for their own child in this setting.—~~

~~**FAMILY CHILD CARE PROVIDER**—One individual who provides child care services for fewer than 24 hours per day per child, as the sole CARE GIVER, in their private residence, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training. No parent or guardian may provide care for their own child in this setting.—~~

~~**GROUP HOME CHILD CARE PROVIDER**—Two or more individuals who provide child care services for six to 15 children for fewer than 24 hours per day per child, in a~~

private residence other than the child's residence, unless care in excess of 24 hours is due to the nature of the parents' work, education, or training. These providers are licensed. No parent or guardian may provide care for their own child in this setting.

IN-HOME CHILD CARE PROVIDER—An individual who provides child care services in the child's own home but maintains a separate residence.—No parent or guardian may provide care for their own child in this setting.—

CHILD CARE SERVICES—Care provided for a fee by a child care provider to an eligible child or children in the parent or guardian's absence.

CHILD CARE WEEK—The period of time that child care is provided per week.—The child care week may cover up to seven days.—This is allowable as long as the DECCD Weekly Child Care Reimbursement Tier rate is not exceeded, and the child does not receive care in excess of 84 hours during a Sunday through Saturday week.

CREDENTIALLED DIRECTOR—A professional credential awarded to child care center directors operating licensed child care programs in Mississippi and those who aspire to be directors for the successful completion of a curriculum in Child Care Management Best Practice.

DEGREES OF KINDRED ACCORDING TO THE LAW:

FIRST———Parents and Children

SECOND——Siblings (brothers and sisters), Grandparents, and Grandchildren

THIRD———Uncles, Aunts, Nieces, Nephews, Great Grandparents, and Great Grandchildren

DISABLED PARENT—See **SPECIAL NEEDS/DISABLED PARENT**.

EARLY CHILDHOOD DEVELOPMENT PROGRAM—A preschool program (ages birth to kindergarten) that provides child care services to low income working parents and parents enrolled in an educational or training program.

EDUCATIONAL PROGRAM/JOB TRAINING—A program offering educational/job training content.—Programs must be accredited by the State of Mississippi or a national organization.

ELIGIBLE CHILD—A child whose parent(s) meets the eligibility requirements as set forth by the grant.

EXTENDED DAY CHILD CARE—Before and after school care for Early Head Start and Head Start children (ages birth up to age 5) and school age children (ages 5-12) who need such care due to the work schedule of their parent(s).

FAMILY—A unit where a child(ren) resides with a parent(s) who is related by blood, marriage, adoption, or legal guardianship.

~~**FAMILY OF ONE** -- A child receiving child care services based upon his/her income received from SSI, foster board payment, etc.~~

~~**FULL-DAY CHILD CARE** – Child care provided for six or more hours of a 24-hour day. Full-day child care should meet the needs and reflect the work, education, or TANF training schedule of the parent with a maximum of 30 minutes of travel time each way.~~

~~**GROSS INCOME** – The parent's income before any deductions.~~

~~**HALF-DAY** – Child care provided for fewer than six hours per day.~~

~~**HOUSEHOLD DESIGNEE** – An individual designated by a client or parent to use a POS machine or IVR system to record a child's attendance in child care.~~

~~**INCOME** – funds received by all applicable individuals as described in policy which are not supplemented by any public assistance other than food stamps or medical assistance, and does not exceed 85 percent of the State Median Income (SMI).~~

~~**INCOME MAINTENANCE (IM)** – Income from TANF or Supplemental Security Income and other public assistance.~~

~~**INFANTS** – Children from birth through 12 months.~~

~~**IN LOCO PARENTIS** – in place of parent, for example, a guardian or a relative or friend with whom the child resides if the child's parent is unable to act as the parent or has delegated his or her authority to someone else. The term describes someone who provides care and supervision like a parent but without going through the formalities of legal adoption or guardianship.~~

~~**INTERACTIVE VOICE RESPONSE (IVR) system** – A system used by parents and household designees to record attendance in unlicensed child care settings which uses a land-line telephone.~~

~~**LICENSING OR REGULATORY REQUIREMENTS** – Requirements necessary for a provider to legally provide child care services in a state or locality, including regulations and requirements established under State Local or Tribal law. The Mississippi Child Care Licensing Law, Section 43-20-1, et seq., of the Mississippi Code of 1972 Annotated, which provides the legal authority under which the Mississippi State Department of Health prescribes minimum regulations for child care facilities defined under the law.~~

~~**LOW-INCOME** – Income above the 50 percent of the State Median Income (SMI) or at or below the 85 percent of the SMI.~~

~~**MINIMUM FEE** – An assessment of \$10 per month for full-day child care services and \$5.00 per month for half day before and after school/extended day, etc. child care services.~~

~~**MDHS TANF CASEWORKER** – An employee of the Mississippi Department of Human Services, Division of Economic Assistance, that provides case management services, supportive services, and referrals for child care services for active TANF participants at the local/county level~~

supportive services, and referrals for child care services for active TANF participants at the local/county level.

NON-TRADITIONAL CARE – Includes night care and supervision of children for less than 24 hours per day that occurs within the twelve hours between 6:00 p.m. and 5:59 a.m., or weekend care and supervision of children that takes place between 6:00 p.m. Friday and 5:59 a.m. Monday.

PARENT – A mother or father by blood, marriage, or adoption, a legal guardian, or other person standing in loco parentis.

POINT OF SERVICE (POS) machine – A machine that accepts finger image scans of parents or household designees previously entered into the Mississippi eChildcare system used to record child attendance in licensed child care facilities.

PRESCHOOL AGED CHILD – Children from three years of age through kindergarten.

PROTECTIVE SERVICES – Children that are court ordered to receive Protective Services from MDHS, Division of Family & Children’s Services. These children are living in the home of a parent or relative/kinship caretaker.

PROVIDER – The entity providing child care services as defined in this document.

PROVIDER PORTAL – A web-based information system containing information for child care providers regarding the active authorizations and attendance records in their center.

REIMBURSEMENT TIERS – The established rates for child care services based upon the age of the child, type of child care provider, hours of child care, and DECCD approved tier criteria.

RESIDING/LIVING WITH – Living with, including taking meals and sleeping in the same house for a majority of a seven day period beginning with Sunday and ending with Saturday.

SEASONAL WORKERS – Individuals who are temporarily unemployed due to the nature of their work.

SPECIAL NEEDS/DISABLED PARENT – A parent who meets the SSI definition of disability by having medically proven physical or mental condition(s) that cause marked and severe functional limitations expected to last at least 12 months in duration and render the parent incapable of self care. The condition(s) must be documented by a physician. In the absence of SSI benefits, medical documentation should attest to the degree of functional limitation(s) and prescribe the special care needed. If the parent is unable to manage their personal affairs, the application should be made in the parent/guardian or responsible adult’s name. If the disabled parent receives SSI, the income maintenance fee of \$10.00 should be applied to the child(ren). Short Term disability medically documented will be handled on a case-by-case basis with approval by DECCD.

SPECIAL NEEDS CHILD RATE—Special Needs rates may be applied for children through the age of 18 who meet the SSI definition of disability by having medically proven physical or mental condition(s) that cause marked and severe functional limitations expected to last at least 12 months in duration and render the child(ren) incapable of self care. The condition(s) must be documented by a physician. In the absence of SSI benefits, medical documentation should attest to the degree of functional limitation(s) and prescribe the special care needed.

STATE MEDIAN INCOME (SMI)—The average income of all Mississippi workers.

SUMMER CARE—Child care for children during the summer months, when primary school settings are not in session.

SUPPLEMENTAL SECURITY INCOME (SSI)—A monthly payment to a person for having a medically proven physical/mental or physical condition that causes marked and severe functional limitations that are expected to last at least 12 months in duration.

TANF (Temporary Assistance for Needy Families)—Benefits offered through the block grant that replaced the Aid to Families with Dependent Children (AFDC) and Job Opportunities and Basic Skills Program (JOBS). Benefits are time limited, mandating that families move quickly into work activities leading to self sufficiency.

TERMINATED CHILD CARE CERTIFICATE—A certificate that has been used as payment for child care services for a period of time and is no longer valid. Reasons that certificates would be terminated include, but are not limited to, the following: the provision of false information used to issue/maintain a certificate, change in a provider, or a lack of a request for reimbursement on a Child Care Certificate 60 days after the certificate has been issued.

TODDLERS—Children the age of 13 months and less than 36 months.

TRANSITIONAL CHILD CARE (TCC)—Up to 24 months of subsidized child care for eligible parents, issued by the MDHS Division of Economic Assistance.

VERY LOW INCOME—Income at or below the 50 percent of the State Median Income (SMI).

WITHOUT REGARD TO INCOME (WRI)—Income that is irrelevant; therefore, it is not to be considered. The only children who are to be considered **WITHOUT REGARD TO INCOME** are in court ordered Protective Services Cases and Preventive Services. The only documentation necessary to determine eligibility is the referral form from the Division of Family and Children's services and proof of the parent's work or exemption.

WORKING—Performing duties to earn a wage (for a minimum of 25 hours per week) or complete educational/job training such as practicums or internships (enrollment for education/training must be full time).

MDHS DECCD MISSISSIPPI CHILD CARE PAYMENT PROGRAM

Application for Families

APPLICANT INFORMATION

Name:		SSN*:
Gender:--	Race**:	Are you enrolled in an educational program full time? <input type="checkbox"/> Yes, please select <input type="checkbox"/> High School <input type="checkbox"/> GED <input type="checkbox"/> College <input type="checkbox"/> Other: _____ <input type="checkbox"/> No Are you a deployed member of the National Guard? <input type="checkbox"/> Yes <input type="checkbox"/> No
Date of Birth:	Marital Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Never Married	Ethnicity**: <input type="checkbox"/> Hispanic <input type="checkbox"/> Non Hispanic
Physical Address:		
City:	State:	ZIP Code:
Home Phone:--	Cell Phone:	Work Phone:
Email Address:		
Is mailing address the same as the physical address? <input type="checkbox"/> Yes If no, complete section below.		
Mailing Address:		
City:	State:	ZIP Code:

CHILD INFORMATION

Child 1 First Name:		Middle Name	Last Name:
DOB:		SSN*:	Gender:
Race:--	Ethnicity**: <input type="checkbox"/> Hispanic <input type="checkbox"/> Non Hispanic	Does your child have special needs? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there a court order for visitation for this child? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Days Care is Needed: (Check all that apply) <input type="checkbox"/> Monday Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> Nighttime care <i>Night & Weekend care is only allowed when proof of evening work/school schedule is provided.</i>		Hours of Care Needed: (Enter all that apply) Monday Friday _____ am/pm to _____ am/pm Saturday _____ am/pm to _____ am/pm Sunday _____ am/pm to _____ am/pm	
Child's Father lives in the home? <input type="checkbox"/> Yes <input type="checkbox"/> No		Child's Mother lives in the home? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Chosen Provider Name:		Provider Address:	Provider Phone:
Child 2 First Name:		Middle Name	Last Name:
DOB:		SSN*:	Gender:
Race:--	Ethnicity**: <input type="checkbox"/> Hispanic <input type="checkbox"/> Non Hispanic	Does your child have special needs? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there a court order for visitation for this child? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Days Care is Needed: (Check all that apply) <input type="checkbox"/> Monday Frida <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> Nighttime care <i>Night & Weekend care is only allowed when proof of evening work/school schedule is provided.</i>		Hours of Care Needed: (Enter all that apply) Monday Friday _____ am/pm to _____ am/pm Saturday _____ am/pm to _____ am/pm Sunday _____ am/pm to _____ am/pm	
Child's Father lives in the home? <input type="checkbox"/> Yes <input type="checkbox"/> No		Child's Mother lives in the home? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Chosen Provider Name:		Provider Address:	Provider Phone:
Child 3*** First Name:		Middle Name	Last Name:
DOB:		SSN*:	Gender:
Race:--	Ethnicity**: <input type="checkbox"/> Hispanic <input type="checkbox"/> Non Hispanic	Does your child have special needs? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there a court order for visitation for this child? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Days Care is Needed: (Check all that apply) <input type="checkbox"/> Monday Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday <input type="checkbox"/> Nighttime care <i>Night & Weekend care is only allowed when proof of evening work/school schedule is provided.</i>		Hours of Care Needed: (Enter all that apply) Monday Friday _____ am/pm to _____ am/pm Saturday _____ am/pm to _____ am/pm Sunday _____ am/pm to _____ am/pm	
Child's Father lives in the home? <input type="checkbox"/> Yes <input type="checkbox"/> No		Child's Mother lives in the home? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Chosen Provider Name:		Provider Address:	Provider Phone:

MDHS DECCD MISSISSIPPI CHILD CARE PAYMENT PROGRAM

Application for Families

Return Application and all required documentation to: DECCD
P.O. Box 352
Jackson, MS 39205

*The absence of this information cannot be a basis to deny eligibility.

**MDHS DECCD is required by the federal government to collect this information. It will not be used to determine program eligibility.

***Use additional application forms as needed to provide all information.

HOUSEHOLD MEMBERS

Please provide information about all other persons living in the home NOT previously listed on this application.

Name:--	Gender:--	Relationship to Parent/Guardian:--
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Name:--	Gender:--	Relationship to Parent/Guardian:--
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Name:--	Gender:--	Relationship to Parent/Guardian:--
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INCOME INFORMATION

Self:--

Name of Employer:--	Gross Pay Received:--	How Often? <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Monthly
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Name of Employer:--	Gross Pay Received:--	How Often? <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Monthly
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Parent Social Security Income Monthly Amount:--

Spouse:--

Name of Employer:--	Gross Pay Received:--	How Often? <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Monthly
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Name of Employer:--	Gross Pay Received:--	How Often? <input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Monthly
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Spouse Social Security Income Monthly Amount:--

REQUIRED DOCUMENTATION FOR ELIGIBILITY CHILD CARE PAYMENT PROGRAM**A. Working Parents: (Please send one of the following)**

1. Check Stubs. If you are paid every week, every 2 weeks/twice a month, send the two most recent check stubs. If you are paid monthly, send the most recent check stub. Please note: you MUST be working at least 25 hours per week.
2. If you are self employed, send a copy of your Estimated Quarterly Tax Report
3. If you have new employment and have not received your first pay check, you must submit a notarized letter from your employer on company letterhead. The letter must contain the following information: start date of employment, rate of pay, work schedule. This letter will be valid for 30 days and must be followed with 2 check stubs (or 1 if paid monthly).
4. If you are paid by personal check, you must submit copies of the front and back of two checks that have cleared the bank.

B. Teen Parents in High School:--

1. You must submit verification from school Principal indicating full time enrollment.
2. If you are living at home with your parent(s) and they are under the age of 65, your parents must be working the required 25 hours per week and check stubs must be submitted.

NOTE: If you are living at home with your parent(s), your parents cannot be paid for providing care for your child.

C. Adult Parents in an Educational Program:

1. You must submit verification from the Registrar of your educational institution stating that you are enrolled full time.*
2. If you are also working, check stubs must be submitted. See Section A for instructions.

*NOTE: Clinical/Practicum hours can count as work hours.

D. All Applicants:

1. Long Form Birth Certificate for each child who needs child care. This applies to new applicants and to existing clients adding a new child.
 - If your child is already on the program, you do not need to submit this again.
 - If you need to order a copy of the long form birth certificate, you must submit a copy of the application and a copy of the money order. This documentation is valid for 90 days for parents of all newborn children, and 30 days for all other parents.
2. Social Security Cards. Copies of social security cards are used to correctly identify applicants. Eligibility for services is not dependent on the receipt of this information.
3. Child Support. See instructions on the Verification of Child Support Services form.
4. Guardianship. If you are not the biological parents of a child who needs care, you must submit the Guardianship/In Loco Parentis Verification Form.

~~MDHS DECCD MISSISSIPPI CHILD CARE PAYMENT PROGRAM~~

~~Application for Families~~

~~Return Application and all required documentation to: DECCD
P.O. Box 352
Jackson, MS 39205~~

PARENT'S STATEMENT OF AGREEMENT

I agree to report to DECCD changes in any of the following within ten (10) days:

- ~~Income~~
- ~~Address or phone number~~
- ~~Child support~~
- ~~Work hours or school enrollment~~
- ~~Family size~~
- ~~Daycare provider~~

I understand that:

<ol style="list-style-type: none"> 1. any change in my employment status (layoff, new job, change in income, maternity leave, change in number of work hours) or change in family size (new baby, marriage, divorce) could affect my co-pay fee or my eligibility. 2. I must pay a monthly co-payment fee to the child care provider and that failure to do so could result in termination from the child care program. 3. if the provider charges more than the program reimbursement rate, I will be responsible for paying that difference in addition to my co-payment, and that failure to pay this amount may result in provider discontinuing service. 4. if I change providers, I am required to report this change two weeks in advance to DECCD, and that failure to do so will delay payment to a new provider.— 5. it is my responsibility and NOT the responsibility of the provider to ensure that DECCD is notified. 6. if I withdraw my child from a provider without giving two weeks' notice, I am responsible for payment to the provider, and that the DECCD will not double pay for my child. 7. if my child is absent for three (3) consecutive days, I am to contact the provider to provide an explanation, and that failure to do so requires the provider to alert DECCD and my application for services will be reviewed. 8. if my child is absent for more than two weeks, I am responsible for payment to the provider.— If extended absences are due to custody agreements or medical reasons, I must submit documentation to my provider 9. I or my authorized representative must sign my child(ren) in and out at the provider every day by providing the first and last name of the adult signing in/out, and that failure to do so will cause the provider to pay for those days of care.— (NOTE: If this occurs, the provider may charge me for time not covered by my certificate); 10. In addition to signing my child in/out daily as described above, I or my authorized representative must use either a POS or the IVR system (whichever applies to my provider type) to check my child in and out of care on a daily basis and that payment will not be made if I fail to do so. 	<ol style="list-style-type: none"> 11. that payments for care cannot be made to another person living in the same household as my child. 12. if I use an unlicensed provider, she/he must meet criteria to become an approved provider and that payments will not be made to a provider who is not approved.— 13. failure to comply with Child Support will result in termination of my certificate(s); 14. that my eligibility must be re-established periodically, in accordance with CCPP policies 15. if I provide false information during the application or determination process my child care certificates will be terminated; I may face criminal prosecution; and/or suspension debarment from the program. <p>FRAUD: Any person applying for or receiving public assistance by using false statements, and any person assisting that person to receive such public assistance, with knowledge of those false statements, will be subject to criminal prosecution.— This prosecution will be a misdemeanor when the amount received or requested is below \$500, or a felony if the amount received is above \$500.</p> <p>GRIEVANCE PROCEDURE: Any dispute concerning a question of fact under this application/agreement which is not disposed of by agreement of the parties hereto shall be decided by the Director of the Division of Early Childhood Care & Development.— In the review by the DECCD Director the parent/provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review.— This decision shall be reduced to writing and a copy thereof mailed or furnished to the parent/provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the parent/provider mails or furnishes the Executive Director of the Mississippi Department of Human Services a written request for review.— Pending final decision of the Executive Director or his designee, DECCD will proceed in accordance with the decision of the Director of the Division of Early Childhood Care and Development.</p>
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Parent Signature

Date

~~REQUIRED DOCUMENTATION FOR
ELIGIBILITY
CHILD CARE PAYMENT PROGRAM~~

~~A. Working Parents: (Please send one of the following)~~

- ~~1. Check Stubs. If you are paid every week, every 2 weeks/twice a month, send the two most recent check stubs. If you are paid monthly, send the most recent check stub. Please note: you MUST be working at least 25 hours per week.~~
- ~~2. If you are self-employed, send a copy of your Estimated Quarterly Tax Report~~
- ~~3. If you have new employment and have not received your first pay check, you must submit a notarized letter from your employer on company letterhead. The letter must contain the following information: start date of employment, rate of pay, work schedule. This letter will be valid for 30 days and must be followed with 2 check stubs (or 1 if paid monthly).~~
- ~~4. If you are paid by personal check, you must submit copies of the front and back of two checks that have cleared the bank.~~

~~B. Teen Parents in High School:~~

- ~~1. You must submit verification from school Principal indicating full-time enrollment.~~
- ~~2. If you are living at home with your parent(s) and they are under the age of 65, your parents must be working the required 25 hours per week and check stubs must be submitted.
*NOTE: If you are living at home with your parent(s), your parents cannot be paid for providing care for your child.~~

~~C. Adult Parents in an Educational Program:~~

- ~~1. You must submit verification from the Registrar of your educational institution stating that you are enrolled full time.*~~
- ~~2. If you are also working, check stubs must be submitted. See Section A for instructions.~~

~~D. All Applicants:~~

- ~~1. Long Form Birth Certificate for each child who needs child care. This applies to new applicants and to existing clients adding a new child.—
 - ~~● If your child is already on the program, you do not need to submit this again.~~
 - ~~● If you need to order a copy of the long form birth certificate, you must submit a copy of the application and a copy of the money order. This documentation is valid for 90 days for parents of all newborn children, and 30 days for all other parents.—~~~~
 - ~~2. Social Security Cards.— Copies of social security cards are used to correctly identify applicants. Eligibility for services is not dependent on the receipt of this information.~~
 - ~~3. Child Support. See instructions on the Verification of Child Support Services form.—~~
 - ~~4. Guardianship. If you are not the biological parents of a child who needs care, you must submit the Guardianship/In Loco Parentis Verification Form.~~
-

**GUARDIANSHIP/IN LOCO PARENTIS
VERIFICATION**

NAME OF GUARDIAN: _____

ADDRESS: _____

PHONE: HOME _____ WORK _____

I am currently providing care for the child or children listed below who need child care subsidy. The child or children live with me, but the child(ren)'s parents do not. I am responsible for their care in all aspects of daily living.

NAME OF CHILD(REN):

Please give a brief explanation as to why you are responsible for the care of this child (including information about the parent's whereabouts) or you may attach a copy of any legal guardianship papers you have.

Do you receive other benefits for this child? (check all that apply)

SNAP	Medicaid	TANF	CHIPS Insurance
<input type="checkbox"/> Yes <input type="checkbox"/> No			

Signature of Guardian

Date

**VERIFICATION OF CHILD SUPPORT SERVICES
FOR THE
CHILD CARE PAYMENT PROGRAM**

NAME OF CUSTODIAL PARENT:—

SOCIAL SECURITY NO. OF CUSTODIAL PARENT:—

I am applying for child care subsidy. I understand that per Mississippi law, I am required to cooperate with MDHS Division of Child Support Enforcement in order to be eligible for assistance.

PLEASE ONLY LIST CHILDREN WHO NEED CHILD CARE SUBSIDY ASSISTANCE		
Child's Name	Child Support case is open with MDHS Division of Child Support Enforcement (check if this is true)	I do not currently have an open Child Support Case (check if this is true)
1.	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>
4.	<input type="checkbox"/>	<input type="checkbox"/>
5.	<input type="checkbox"/>	<input type="checkbox"/>

- A. If either or both biological parents are NOT living in the same household with the child, parents/guardians are required to have an open child support case in order to receive child care subsidy.
- B. If no child support case is open, parents MUST contact their local MDHS Division of Child Support Enforcement Office to make an appointment to open a case. NOTE: This requirement INCLUDES cases in which parents have an existing court ordered child support agreement. Mississippi law states that ALL child support cases must be handled through MDHS Division of Child Support Enforcement.
- C. In some cases, MDHS Division of Child Support can provide documentation that parents are excused from cooperating with Child Support. (This is typically due to a CS case being closed because the absent parent could not be located.) The statement from a CS officer should name the child or children and should be signed, dated, and include the official stamp of the county office.
- D. In some cases in which pursuing Child Support would place either the custodial parent or the child in physical, emotional, or mental danger DECCD may waive this requirement. If this applies to you, please contact DECCD for instructions.

~~REVISED 06/2013~~

~~CERTIFICATE #~~

~~MISSISSIPPI DEPARTMENT OF HUMAN SERVICES
CHILD CARE CERTIFICATE~~

~~EFFECTIVE FROM: _____ EFFECTIVE TO: _____~~

~~Child's Name: _____ Child's DOB: _____~~

~~Parent's Name: _____ Parent's DOB: _____~~

~~Parent's Address: _____~~

~~Cert Type: _____ CO-PAY Full-Time: _____~~

~~DAILY RATE Full-Time: _____ Part-Time: _____~~

~~Part-Time: _____~~

~~Case Priority Population:~~

~~Special Needs Chronic Illness Court Order~~

~~Care Days: MON. TUE WED. THU. FRI.
SAT. SUN.~~

~~Provider Number: _____ Provider Name: _____~~

~~Center Name: _____ Center License Number: _____~~

~~Provider Address: _____~~

~~Provider City: _____ Provider State: _____ Provider Zip: _____~~

~~Provider Type: Licensed Center Group Home Care Non-Relative In-Home
Relative In-Home Non-Relative Out of Home Relative Out of Home~~

~~PARENT SIGNATURE _____ DATE _____ PROVIDER SIGNATURE _____ DATE _____~~

PARENT(S) RIGHTS

~~As a recipient of child care subsidy funds, you have rights you should know about. These are:~~

~~The information you share with DECCD is confidential. This means that what you tell DECCD staff cannot be shared with anyone other than the child care provider of your choice without your permission except State or Federal program review or fiscal agents.~~

~~You have the right to see your case file, unless this is prohibited by federal or State law or regulation.~~

~~You have the right not to be discriminated against because of your political affiliation, religion, race, color, sex, handicap, national origin, or age.~~

~~If you think you have been discriminated against, you should discuss this with DECCD.~~

~~You may enroll your child with the child care provider of your choice, providing they qualify as an approved provider.~~

~~Any dispute concerning a question of fact under this application/agreement which is not disposed of by agreement of the parties hereto shall be decided by the Director of the Division of Early Childhood Care & Development. In the review by the DECCD Director the parent/provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review. This decision shall be reduced to writing and a copy thereof mailed or furnished to the parent/provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the parent/provider mails or furnishes the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director or his designee, DECCD will proceed in accordance with the decision of the Director of the Division of Early Childhood Care and Development.~~

PARENT(S) RESPONSIBILITIES

~~PLEASE READ THIS SECTION CAREFULLY. PLEASE ASK DECCD TO CLARIFY ANY OF THESE STATEMENTS THAT YOU DO NOT UNDERSTAND.~~

- I certify that this form has been examined by me and that the information given is true and correct to the best of my knowledge and belief.
- I agree to provide accurate and truthful information to DECCD when requested for the purposes of determining eligibility for assistance.
- I agree to provide DECCD information to verify any statements given in this application and hereby give DECCD, or its agents, permission to obtain such verification. I will cooperate fully with State and federal personnel in any review.
- I will notify DECCD within ten (10) calendar days of any change in the following circumstances: marital status, household size, household income, address, employment, education/training status for any household member.
- I agree to notify DECCD when child care services are no longer needed.
- I will notify the provider if my child(ren) will not attend child care for three (3) or more consecutive days.
- If I am the parent or legal guardian of the children as specified, I declare that they are deprived of parental support of care by reason of death, incapacity or continued absence from home of a parent.
- I understand that Mississippi law requires MDHS to take necessary action to establish paternity and/or collect child support from the responsible parent(s) whose child(ren) are receiving public assistance. DECCD provided consumer information to parents in need of assistance in obtaining child support. I agree to cooperate and to provide assistance in the collection of child support and/or the establishment of paternity for children whom I am requesting assistance. I understand that if I don't cooperate as required, I may lose my eligibility for child care services according to the requirements of the program.
- I understand that the provider of the child care services is NOT an agent of DECCD, and that the foregoing entities in no way warrant the services rendered, and I understand that the child care provider acts solely as an independent contractor in its capacity as a child care provider.
- Under Mississippi law, any person who knowingly commits fraud or aids or abets another person to commit fraud, in connection with State or federally funded assistance programs may be punished for either a misdemeanor or a felony. Fraudulent acts are set forth in the applicable statutes, but they include failure to disclose a material fact in making a determination for a person to receive aid or benefits or services under any State or federally funded assistance program; failure to disclose a change of circumstances; and knowingly filing a false claim for aid, benefits, or services.

YES NO I UNDERSTAND ALL OF THE STATEMENTS LISTED ABOVE.

YES NO I UNDERSTAND THAT FAILURE TO COMPLY WITH THESE POLICIES CAN RESULT IN THE TERMINATION OF CHILD CARE SERVICES AND/OR CRIMINAL PROSECUTION.

CLIENT'S NAME (PLEASE PRINT) _____ DATE _____ DECCD STAFF NAME _____

CLIENT'S SIGNATURE _____ DECCD STAFF SIGNATURE _____ DATE _____

**CHILD CARE PROVIDER STATEMENT OF AGREEMENT
CHILD CARE PAYMENT PROGRAM**

~~As Director or Owner of this child care center, or as an in-home provider, I understand and agree to the following guidelines as they relate to the Child Care Payment Program (CCPP).—~~

- ~~1. As a child care provider, I shall provide developmentally and culturally appropriate early childhood educational activities, including reading and writing.~~
- ~~2. ALL rates, fees, and discounts charged to CCPP participants must be offered and equal to those charged to non-participants. This means universal application of advertised tuition rates.—~~
- ~~3.—~~
- ~~4. Parents or authorized parent representatives must use the POS or IVR system to check the child in and out daily AND sign the child in and out every day. I understand that center employees are not considered authorized parent representatives, unless the parent is employed by the provider. I understand that in order to be eligible for payment, sign in/out sheets and attendance from the POS or IVR system must reflect the same information.~~
- ~~5. I understand that in cases where documentation of co-payments and attendance cannot be provided, DECCD shall recoup payments related to these cases.—~~
- ~~6. I shall maintain documentation regarding absences and changes in child attendance.—~~
- ~~7.—~~
- ~~8. I agree to collect co-payment fees each month, maintain documentation of collection, and report non-payment to DECCD. I will deduct the paid co-payment amount from total fees owed before billing parents for services.—~~
- ~~9. It is my responsibility to report any changes in ownership, tax identification number, address, phone number, center director, tier status, address, household membership (in-home providers only), and licensing to DECCD within 10 days of occurrence.~~
- ~~10. I understand that if I am a Tier 1 provider, the director qualifying for Tier 1 must be on site for a minimum of six hours of the program day in order to receive Tier 1 reimbursement.~~
- ~~11. I agree not to exceed my licensed capacity, or the number of children I am allowed to provide care for.~~
- ~~12. I agree to remain in compliance at all times with any and all regulatory and licensing regulations.~~
- ~~13. I understand that I cannot offer any bribe or payments to any CCPP participants or child care staff to encourage enrollment at my center/home care environment.~~
- ~~14. I agree to report any suspicion of unemployment or school dropout of a CCPP parent to DECCD.~~
- ~~15. I agree to allow unlimited access to the program, including unannounced visits by parents and MDHS representatives, and to furnish reports and/or provide access to information concerning CCPP as requested by DECCD or MDHS representative.—~~
- ~~16. As a CCPP approved provider, I understand that my program will be monitored by DECCD, or any representative of the Mississippi Department of Human Services at any time. If it is discovered that I am not in compliance with all applicable regulations, or that I have collected payments for which I was not entitled, recoupments will be made.—~~
- ~~17. I understand that if I provide false information, a penalty will be imposed. At first offense, recoupments will be made and a provider may be suspended from participating in the CCPP. At second offense, recoupment will be made and permanent debarment from participating in CCPP will occur.—~~
- ~~18. I agree to comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act when center-based and group home care are provided.—~~

~~19. I agree that any publicity given to the provider or services provided herein including, but not limited to, notices, information pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the provider shall not identify MDHS as a sponsoring agency nor display any MDHS name or logo in any manner without prior written approval by MDHS. 20. I agree that nothing contained in this Agreement shall be construed to constitute the provider or any of its employees, agents, or subcontractors as a partner, employee, or agency of MDHS, nor shall either party to this Agreement have any authority to bind the other in any respect, it being intended that each shall remain an independent entity. I agree to advise any client served under the terms of this Agreement of the independent status of the provider and MDHS. MDHS does not in any way warrant services rendered by the provider. 21. I agree that MDHS and their employees are to be held harmless for any claim growing out of any action performed by the provider and its agents, employees, or any of its subcontractors under any provisions of this Agreement.~~

~~**FRAUD:** Any person applying for or receiving public assistance by using false statements, and any person assisting that person to receive such public assistance, with knowledge of those false statements, will be subject to criminal prosecution. This prosecution will be a misdemeanor when the amount received or requested is below \$500, or a felony if the amount received is above \$500.~~

~~**GRIEVANCE PROCEDURE:** Any dispute concerning a question of fact under this application/agreement which is not disposed of by agreement of the parties hereto shall be decided by the Director of the Division of Early Childhood Care & Development. In the review by the DECCD Director the parent/provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review. This decision shall be reduced to writing and a copy thereof mailed or furnished to the parent/provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the parent/provider mails or furnishes the Executive Director of the Mississippi Department of Human Services a written request for review. Pending final decision of the Executive Director or his designee, DECCD will proceed in accordance with the decision of the Director of the Division of Early Childhood Care and Development.~~

~~**MDHS AGREES:**~~

- ~~1. To pay the provider for services rendered in accordance with the terms agreed upon.~~
- ~~2. To provide written notification to the provider of the termination of the family/child.~~

~~**ALL PARTIES AGREE:**~~

- ~~1. That this Agreement may be terminated at any time by MDHS for cause, in whole or in part, for failure of the provider to perform any of the provisions hereof. Should MDHS exercise its right to terminate this Agreement under this Provision, the provider shall be notified in writing with reason and termination date specified.~~
- ~~2. Payment for services under this Agreement are subject to the availability of federal and/or state funding.~~

Provider Signature _____ Date _____

BASIC HEALTH, SAFETY, AND NUTRITION ASSURANCES
FOR UNLICENSED CHILD CARE PROVIDERS IN THE
CHILD CARE PAYMENT PROGRAM

Health and Safety

1. ~~Providers and their staff must be in good health, mentally and physically capable of caring for children. Providers must be certified in Infant & Child Cardio Pulmonary Resuscitation (CPR) and basic First Aid. Other persons in the home must be free of any infectious disease.—~~
2. ~~A current Mississippi Department of Health Form 121 Certificate of Immunization must be kept onsite for all providers and children at all times.—~~
3. ~~Sick children and children with contagious conditions must be isolated and returned home as soon as possible.— Provider(s) must report infectious disease to the local Health Department. Children should be checked each morning upon arrival for contagious or infectious disease and not admitted if ill.—~~
4. ~~All medications, cleaning agents, poisons, and pesticides must be kept out of the reach of children.—~~
5. ~~Diapers shall be changed upon soiling. No child(ren) should remain in wet or dirty diapers. All providers must wash hands before and after diapering children.—~~
6. ~~Garbage and/or trash must be removed from the home regularly and from the grounds at least once a week.— Garbage should be kept in a closed container and out of reach of children.—~~
7. ~~The home must have running hot and cold water, clean toilets, a fire extinguisher, and a first aid kit. A box of baking soda must be kept in the kitchen to help extinguish small grease fires. The home must be kept clean and free of dangerous conditions and all heat sources shielded, and all electrical outlets protected by safety coverings. The home must have a working telephone.—~~
8. ~~There must be clean individual beds, cots, mattresses, or pads provided for each child to use for naps. Linens should be washed and kept clean.—~~
9. ~~No smoking, tobacco use, illegal drug use; including but not limited to cocaine, crack, LSD, marijuana, and/or alcohol, is allowed when children are present. All weapons; including but not limited to guns, arrows, hunting knives etc., on the property should be contained in locked storage and secured from children.—~~
10. ~~Babies must be held while feeding. At no time should infants be propped with a bottle.—~~
11. ~~Children need to be treated with respect, love, and kindness. Smile and talk to children often in normal tones.— Encourage and reward good behavior. Harsh tones of voice and humiliation are not to be used with children.—~~
12. ~~No form of corporal or harsh punishment including yelling, slapping or spanking, or total isolation shall be used as discipline measures.—~~
13. ~~Children must be placed in age appropriate vehicle safety restraints when riding in ANY vehicle. The driver shall have a valid driver's license.—~~
14. ~~All children must be supervised by an adult of 18 years or more at all times.—~~
15. ~~Any food/formula that is brought in by the parent to the provider must be stored in the refrigerator and nutritious meals and snacks should be prepared and served daily, using a variety of foods selected from nutritional guidelines that meet the daily needs of all ages served.— Also, providers should avoid using foods that cause allergies, as noted by the parent.—~~
16. ~~I certify that I have not been convicted of a felony, nor has my name been placed on the Child Abuse and Neglect Central Registry. I understand that a Form 107 must be complete and updated in order to be an approved provider.—~~
17. ~~I certify that I will never exceed the number of children allowed for care at any time.—~~
18. ~~Parents and must have unlimited access to their child while under my care.—~~
19. ~~All representatives of MDHS must be afforded unlimited access to all records and reports required by representatives of MDHS.—~~
20. ~~I agree to fully cooperate with on-site monitoring visits.—~~
21. ~~I understand that failure to comply with these conditions can result in my debarment from the Child Care Payment Program.—~~

 _____ Signature of
 Provider _____ Date

STATE OF MISSISSIPPI
HALEY REEVES BARBOUR, GOVERNOR
DEPARTMENT OF HUMAN
SERVICES
DON THOMPSON
Executive DIRECTOR



Appendix I

August 24, 2010

MEMORANDUM NO. 7643

DIVISION OF ECONOMIC ASSISTANCE
TANF

TO: County Directors
FROM: Cheryl Sparkman, Director
Division of Economic
Assistance

A handwritten signature in cursive script, appearing to read "Cheryl Sparkman", with the word "Director" written in smaller letters below it.

RE: Boys & Girls Clubs After School and Summer Child Care Services

This memorandum is issued to remind case management staff that after school and summer child care services are still provided by the Boys and Girls Clubs and to update the procedures issued in 2005.

The Boys and Girls Clubs receive funding through the Mississippi Department of Human Services to provide after school and summer child care services for eligible children. TANF parents and caretaker relatives who are interested in these services will be given a verbal referral to the local Boys and Girls Club to arrange child care services for their eligible children. Case managers will inform parents/caretakers that Boys and Girls Clubs charge a registration fee for each child and they will be responsible for paying these fees.

The regular TWP/TCC child care referral process will not apply if the parent/caretaker informs the case manager of his/her choice prior to generating and faxing a CR01, Child Care Referral, to the OCY Designated Agent. In this situation, the case manager will provide a verbal referral and document the case record accordingly via the PACK screen in JAWS. Anytime, after a child care referral (CR01) has been processed, a parent/caretaker chooses a Boys & Girls Club as the child care provider, the OCY Designated Agent will notify the case manager and document the Weekly Recap form accordingly. OCY Designated Agents will not issue a TANF/CCDF child care certificate to a Boys and Girls Club.

County Directors should ensure the Boys and Girls Clubs are included in their county's Resource Directory for after school and summer child care referral purposes.

If you have any questions or need additional information, please contact your Regional

Director. CS :JD:VB:SG:sg

pc: Regional Directors
Jill Dent, Director, Office for Children and Youth

Approved by: CS

REFERRAL FOR CHILD CARE SERVICES Appendix J
FOSTER/PROTECTIVE/PREVENTIVE CARE

****ALL FIELDS ARE REQUIRED FOR PROCESSING****

Child's Name:	Child's DOB:	MDHS Case No:
Child's Social Security #:	Child's Medicaid #:	MDHS Case Type*:
Social Worker Name & Signature:	Date of Referral:	Does this child have special needs?
Child Ethnicity:	<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White or Caucasian <input type="checkbox"/> Hispanic or Latino (If yes, also check one of the above)	

Section B: Parent/Placement Guardian Information

Parent/Placement Guardian Name:	Address & Phone # & County:	Parent/Guardian DOB & SSN:
Parent/Placement Guardian Email:	Parent/Placement Guardian Ethnicity:	
	<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> White or Caucasian <input type="checkbox"/> Hispanic or Latino (If yes, also check one of the above)	

Section C: Type of Care Requested

Please indicate the days of the week and the hours for which care is needed. Example: Monday From 7:00 AM To 5:30 PM

<input type="checkbox"/> Monday	<input type="checkbox"/> Tuesday	<input type="checkbox"/> Wednesday	<input type="checkbox"/> Thursday	<input type="checkbox"/> Friday	<input type="checkbox"/> Saturday	<input type="checkbox"/> Sunday
From ___ AM ___ PM	From ___ AM ___ PM	From ___ AM ___ PM	From ___ AM ___ PM	From ___ AM ___ PM	From ___ AM ___ PM	From ___ AM ___ PM
To ___ AM ___ PM	To ___ AM ___ PM	To ___ AM ___ PM	To ___ AM ___ PM	To ___ AM ___ PM	To ___ AM ___ PM	To ___ AM ___ PM

Section D: Requested Care Provider

Name of Provider:	Provider Address:	Phone #:	Date Care Begins:
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***ELIGIBLE CASE TYPES**

PROTECTIVE AND PREVENTIVE CASES: COURT ORDERED CASES IN WHICH A FORMALIZED PLAN FOR RESOLVING DYSFUNCTIONS IS PUT IN PLACE ALONG WITH THE PROVISION OF SUPPORT SERVICES FOR STABILIZATION OF THE FAMILY, OR FAMILY PRESERVATION SERVICES ARE BEING PROVIDED TO THE FAMILY.

OR

PARENT/GUARDIAN STATEMENT OF AGREEMENT

Appendix J
Back

I agree to report to DECCD changes in any of the following within ten (10) days:

- ~~Income~~
- ~~Address or phone number~~
- ~~Child Care Provider~~

I understand that:

<p>1. if the selected child care provider charges more than the program reimbursement rate, I will be responsible for paying that difference, and that failure to pay this amount may result in provider discontinuing service.</p> <p>2. if I change providers, I am required to report this change <u>two weeks</u> in advance to DECCD, and that failure to do so will delay payment to a new provider.—</p> <p>3. it is my responsibility and NOT the responsibility of the provider to ensure that DECCD is notified.</p> <p>4. if I withdraw my child from a provider without giving two weeks' notice, I am responsible for payment to the provider, and that the DECCD will not double-pay for my child.</p> <p>5. if my child is absent for three (3) consecutive days, I am to contact the child care provider to provide an explanation, and that failure to do so requires the provider to alert DECCD and my application for services will be reviewed.</p> <p>6. if my child is absent for more than two weeks, I am responsible for payment to the provider.—If extended absences are due to custody agreements or medical reasons, I must submit documentation to my provider</p> <p>7. I or my authorized representative must sign my child(ren) in and out at the provider every day by providing the first and last name of the adult signing in/out, and that failure to do so will cause the provider to pay for those days of care.— (NOTE: If this occurs, the provider may charge me for time not covered by my certificate).</p> <p>8. that payments for care cannot be made to another person living in the same household as my child, or the biological parent of the child.</p>	<p>9. if I use an unlicensed provider, she/he must meet criteria to become an approved provider and that payments will not be made to a provider who is not approved.—</p> <p>10. failure to comply with Child Support will result in termination of my certificate(s)</p> <p>11. if I provide false information during the application or determination process my child care certificates will be terminated; I may face criminal prosecution; and/or suspension debarment from the program.</p> <p>FRAUD: Any person applying for or receiving public assistance by using false statements, and any person assisting that person to receive such public assistance, with knowledge of those false statements, will be subject to criminal prosecution.— This prosecution will be a misdemeanor when the amount received or requested is below \$500, or a felony if the amount received is above \$500.</p> <p>GRIEVANCE PROCEDURE: Any dispute concerning a question of fact under this application/agreement which is not disposed of by agreement of the parties hereto shall be decided by the Director of the Division of Early Childhood Care & Development.— In the review by the DECCD Director the parent/provider shall be afforded an opportunity to be heard and offer evidence in support of the questioned decision under review.— This decision shall be reduced to writing and a copy thereof mailed or furnished to the parent/provider and shall be final and conclusive, unless, within thirty (30) days from the date of the decision, the parent/provider mails or furnishes the Executive Director of the Mississippi Department of Human Services a written request for review.— Pending final decision of the Executive Director or his designee, DECCD will proceed in accordance with the</p>
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	decision of the Director of the Division of Early Childhood Care and Development.
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Parent/Guardian Signature

Date

~~NOTIFICATION OF TERMINATION OF CHILD CARE SUBSIDY SERVICES
(FOSTER, PROTECTIVE, PREVENTIVE SERVICE)~~

~~NAME OF CHILD: _____~~

~~DATE OF
BIRTH: _____~~

~~NAME OF PARENT/GUARDIAN: _____~~

~~ADDRESS: _____~~

~~PHONE NUMBER: _____~~

~~COUNTY AND CODE: _____~~

~~CHILD'S SOCIAL SECURITY #: _____~~

~~CHILD'S MEDICAID #: _____~~

~~There is no longer a need for child care services for the above named child and the case has been closed. The client is therefore no longer eligible for services.~~

~~DATE OF CASE CLOSURE: _____~~

~~MDHS SOCIAL WORKER: _____~~

~~DATE: _____~~

MDHS DECCD MISSISSIPPI CHILD CARE PAYMENT PROGRAM

Family Eligibility Redetermination Form

APPLICANT INFORMATION

Name:

Gender: Race*: Date of Birth: SSN*:

Are you enrolled in an educational program full time?
 Yes, please select High School GED College Other: _____
 No

Are you a deployed member of the National Guard? Yes No

Marital Status: Single Married Separated Divorced Widowed Never Married

Physical Address:

City: State: ZIP Code:

Home Phone: Cell Phone: Work Phone:

Email Address:

Is mailing address the same as the physical address? Yes If no, complete section below.

Mailing Address:

City: State: ZIP Code:

CHILD INFORMATION

Child 1 First Name: Middle Name Last Name:

DOB: SSN*: Gender:

Race: Ethnicity*: Hispanic Non Hispanic
 Does your child have special needs? Yes No
 Is there a court order for visitation for this child? Yes No

Days Care is Needed: (Check all that apply)
 Monday Friday Saturday Sunday Nighttime care
Night & Weekend care is only allowed when proof of evening work/school schedule is provided.
 Hours of Care Needed: (Check all that apply)
 Monday Friday _____ am/pm to _____ am/pm
 Saturday _____ am/pm to _____ am/pm
 Sunday _____ am/pm to _____ am/pm

Child's Father lives in the home? Yes No
 Child's Mother lives in the home? Yes No

Child 2 First Name: Middle Name Last Name:

DOB: SSN*: Gender:

Race: Ethnicity*: Hispanic Non Hispanic
 Does your child have special needs? Yes No
 Is there a court order for visitation for this child? Yes No

Days Care is Needed: (Check all that apply)
 Monday Friday Saturday Sunday Nighttime care
Night & Weekend care is only allowed when proof of evening work/school schedule is provided.
 Hours of Care Needed: (Check all that apply)
 Monday Friday _____ am/pm to _____ am/pm
 Saturday _____ am/pm to _____ am/pm
 Sunday _____ am/pm to _____ am/pm

Child's Father lives in the home? Yes No
 Child's Mother lives in the home? Yes No

Child 3 First Name: Middle Name Last Name:

DOB: SSN*: Gender:

Race: Ethnicity*: Hispanic Non Hispanic
 Does your child have special needs? Yes No
 Is there a court order for visitation for this child? Yes No

Days Care is Needed: (Check all that apply)
 Monday Friday Saturday Sunday Nighttime care
Night & Weekend care is only allowed when proof of evening work/school schedule is provided.
 Hours of Care Needed: (Check all that apply)
 Monday Friday _____ am/pm to _____ am/pm
 Saturday _____ am/pm to _____ am/pm
 Sunday _____ am/pm to _____ am/pm

Child's Father lives in the home? Yes No
 Child's Mother lives in the home? Yes No

*The absence of this information cannot be a basis to deny eligibility.
 **MDHS DECCD is required by the federal government to collect this information. It will not be used to determine program eligibility.
 *** Use additional forms as needed to provide information for all children.

HOUSEHOLD MEMBERS

Please provide information about all other persons living in the home NOT previously listed on this application.

MDHS DECCD MISSISSIPPI CHILD CARE PAYMENT PROGRAM

Family Eligibility Redetermination Form

Name:--	Gender:	Relationship to Parent/Guardian:
Name:--	Gender:	Relationship to Parent/Guardian:
Name:--	Gender:	Relationship to Parent/Guardian:

INCOME INFORMATION

Self:--

Name of Employer 1:	Gross Pay Received:--	How Often? <input type="checkbox"/> Weekly <input type="checkbox"/> Bi Weekly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Monthly
Name of Employer 2:	Gross Pay Received:--	How Often? <input type="checkbox"/> Weekly <input type="checkbox"/> Bi Weekly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Monthly
Parent Social Security Income Monthly Amount:--		

Spouse:--

Name of Employer 1:	Gross Pay Received:--	How Often? <input type="checkbox"/> Weekly <input type="checkbox"/> Bi Weekly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Monthly
Name of Employer 1:	Gross Pay Received:--	How Often? <input type="checkbox"/> Weekly <input type="checkbox"/> Bi Weekly <input type="checkbox"/> Twice Monthly <input type="checkbox"/> Monthly
Spouse Social Security Income Monthly Amount:--		

REQUIRED DOCUMENTATION FOR ELIGIBILITY CHILD CARE PAYMENT PROGRAM

- A. Working Parents: (Please send one of the following)**
1. Check Stubs. If you are paid every week, every 2 weeks/twice a month, send the two most recent check stubs. If you are paid monthly, send the most recent check stub. Please note: you MUST be working at least 25 hours per week.
 2. If you are self-employed, send a copy of your Estimated Quarterly Tax Report
 3. If you have new employment and have not received your first pay check, you must submit a notarized letter from your employer on company letterhead. The letter must contain the following information: start date of employment, rate of pay, work schedule. This letter will be valid for 30 days and must be followed with 2 check stubs (or 1 if paid monthly).
 4. If you are paid by personal check, you must submit copies of the front and back of two checks that have cleared the bank.
- B. Teen Parents in High School:--**
1. You must submit verification from school Principal indicating full time enrollment.
 2. If you are living at home with your parent(s) and they are under the age of 65, your parents must be working the required 25 hours per week and check stubs must be submitted.
- NOTE:--** If you are living at home with your parent(s), your parents cannot be paid for providing care for your child.
- C. Adult Parents in an Educational Program:**
1. You must submit verification from the Registrar of your educational institution stating that you are enrolled full time.*
 2. If you are also working, check stubs must be submitted. See Section A for instructions.
- *NOTE: Clinical/Practicum hours can count as work hours.**
- D. All Applicants:**
1. Long Form Birth Certificate for each child who needs child care. This applies to new applicants and to existing clients adding a new child.
 - If your child is already on the program, you do not need to submit this again.
 - If you need to order a copy of the long form birth certificate, you must submit a copy of the application and a copy of the money order. This documentation is valid for 90 days for parents of all newborn children, and 30 days for all other parents.
 2. Social Security Cards. Copies of social security cards are used to correctly identify applicants. Eligibility for services is not dependent on the receipt of this information.
 3. Child Support. See instructions on the Verification of Child Support Services form.
 4. Guardianship. If you are not the biological parents of a child who needs care, you must submit the Guardianship/In Loco Parentis Verification Form.

I certify that the above information is true and correct. _____
Signature & Date

Return Application and all required documentation to: DECCD
P.O. Box 352
Jackson, MS 39205

Monthly Child Care Co-Payment Fees for Parents—

TANF, TCC Clients and children in foster care or protective services and children receiving SSI benefits should be assessed a co-pay of \$10.00 per month.

Annual Gross Family Income Range		Family of 2		Family of 3		Family of 4		Family of 5		Family of 6	
From	to Under	1	2	1	2	1	2	1	2	1	2
0	9,999	10	20	10	20	10	20	10	20	10	20
10,000	10,999	18	23	13	23	10	20	10	20	10	20
11,000	11,999	27	32	22	32	17	27	12	22	10	20
12,000	12,999	35	40	30	40	25	35	20	30	15	25
13,000	13,999	43	48	38	48	33	43	28	38	23	33
14,000	14,999	52	57	47	57	42	52	37	47	32	42
15,000	15,999	60	65	55	65	50	60	45	55	40	50
16,000	16,999	68	73	63	73	58	68	53	63	48	58
17,000	17,999	77	82	72	82	67	77	62	72	57	67
18,000	18,999	85	90	80	90	75	85	70	80	65	75
19,000	19,999	93	98	88	98	83	93	78	88	73	83
20,000	20,999	102	107	97	107	92	102	87	97	82	92
21,000	21,999	110	115	105	115	100	110	95	105	90	100
22,000	22,999	118	123	113	123	108	118	103	113	98	108
23,000	23,999	127	132	122	132	117	127	112	122	107	117
24,000	24,999	135	140	130	140	125	135	120	130	115	125
25,000	25,999	143	148	138	148	133	143	128	138	123	133
26,000	26,999	151	157	147	157	142	152	137	147	132	142
27,000	27,999	159	165	155	165	150	160	145	155	140	150
28,000	28,999	-	173	163	173	158	168	153	163	148	158
29,000	29,999	-	182	172	182	167	177	162	172	157	167
30,000	30,999	-	190	180	190	175	185	170	180	165	175
31,000	31,999	-	198	188	198	183	193	178	188	173	183
32,000	32,999	-	206	196	206	192	202	187	197	182	192
33,000	33,999	-	214	204	214	200	210	195	205	190	200
34,000	34,999	-	222	212	222	208	218	203	213	198	208
35,000	35,999	-	-	-	-	217	227	212	222	207	217
36,000	36,999	-	-	-	-	225	235	220	230	215	225
37,000	37,999	-	-	-	-	233	243	228	238	223	233
38,000	38,999	-	-	-	-	241	251	237	247	232	242
39,000	39,999	-	-	-	-	249	259	245	255	240	250
40,000	40,999	-	-	-	-	257	267	253	263	248	258
41,000	41,999	-	-	-	-	-	-	262	272	257	267
42,000	42,999	-	-	-	-	-	-	270	280	265	275
43,000	43,999	-	-	-	-	-	-	278	288	273	283
44,000	44,999	-	-	-	-	-	-	266	296	282	292
45,000	45,999	-	-	-	-	-	-	294	304	290	300
46,000	46,999	-	-	-	-	-	-	302	312	298	308
47,000	47,999	-	-	-	-	-	-	310	320	307	317
48,000	48,999	-	-	-	-	-	-	-	-	315	325
49,000	49,999	-	-	-	-	-	-	-	-	323	333
50,000	50,999	-	-	-	-	-	-	-	-	331	341

Availability is limited to those families earning 85% or less than the SMI.

Boldface figures represent 50% SMI.

Family size of seven (7) or more should be treated the same as a family of six (6).

Effective: October 1, 2004

DECCD Provider Reimbursement Rates

Licensed Centers/Group Child Care Homes	Tier 1	Tier 2	Tier 3
Full Time	-	-	-
0-12 mo	86.52	78.28	-
13-36 mo	82.40	75.19	-
3-5 years	78.28	72.10	-
Summer 5-13 years	76.00	71.07	-
Special Needs (all ages)	91.00	85.49	-
Part Time	-	-	-
0-12 mo	43.26	39.14	-
13-36 mo	42.23	38.11	-
3-5 years	40.17	36.05	-
5-13 years	46.35	42.23	-
Special Needs (all ages)	47.38	43.26	-
Family Child Care Homes/In Home Child Care	Tier 1	Tier 2	Tier 3
Full Time	-	-	-
0-12 mo	62.83	56.65	45.32
13-36 mo	59.74	54.59	43.26
3-5 years	56.65	51.50	41.20
Summer 5-13 years	55.62	50.47	40.17
Special Needs (all ages)	66.95	60.77	48.41
Part Time	-	-	-
0-12 mo	31.93	28.84	22.66
13-36 mo	30.90	27.81	22.66
3-5 years	28.84	25.75	20.60
5-13 years	28.84	25.75	20.60
Special Needs (all ages)	33.99	30.90	24.72

~~PROVIDER REPORT OF UNDERPAYMENT FORM~~

~~DECCD Mississippi Child Care Payment Program~~

~~INSTRUCTIONS~~

- ~~12. All requests for adjustments to providers due to underpayment by DECCD must be submitted on this form.~~
- ~~13. All forms must be typewritten or printed in ink.~~
- ~~14. Copies of all supporting documentation must be included with this form.~~
- ~~15. The Provider/Center Name, Provider/Center ID, mailing address, phone number must be included on the form. All incomplete forms will be returned to the provider.~~
- ~~16. This request form must be submitted within ten days of receipt of incorrect payment in order to be considered for adjustment.~~
- ~~17. The reason for request must be clear and detailed.~~
- ~~18. This form must be signed by an authorized representative.~~
- ~~19. The child care provider is responsible for including copies of all sign in and out sheets needed to support their report.~~
- ~~20. Burden of proof rests with the provider. If appropriate documentation cannot be supplied to support this report, no adjustments will be made.~~
- ~~21. Use additional forms as needed.~~
- ~~22. Return this form to:~~

~~DECCD~~
~~P.O. Box 352~~
~~Jackson, Mississippi 39202~~

~~SECTION I: PROVIDER INFORMATION~~

~~Provider/Center Name~~

~~Provider/Center ID Number:-~~

~~Provider Phone Number:-~~

~~Mailing Address:-~~

~~City:-~~

~~State:-~~

~~ZIP Code:-~~

~~SECTION II: REASON FOR REQUEST~~

~~SECTION III: ADJUSTMENT REQUEST~~

~~Child Name:-~~

~~Month of Care:-~~

~~Days missing from payment~~

~~Signature of Authorized Representative~~

~~Date~~

PROVIDER REQUEST FOR CHILD INFORMATION CORRECTION FORM

DECCD Mississippi Child Care Payment Program

INSTRUCTIONS

9. All requests for corrections of child information must be submitted on this form.
10. All forms must be typewritten or printed in ink.
11. Copies of all supporting documentation must be included with this form.
12. The Provider/Center Name, Provider/Center ID, mailing address, phone number must be included on the form. All incomplete forms will be returned to the provider.
13. This form must be signed by an authorized representative.
14. Burden of proof rests with the provider. If appropriate documentation cannot be supplied to support this report, no corrections will be made.
15. Use additional forms as needed.
16. Return this form to:

DECCD
P.O. Box 352
Jackson, Mississippi 39202

SECTION I: PROVIDER INFORMATION

Provider/Center Name

Provider/Center ID Number:

Provider Phone Number:

Mailing Address:

City:

State:

ZIP Code:

SECTION II: CHILDREN MISSING FROM LEDGER/LIST OF AUTHORIZATIONS

Child Name:

Parent Name:

Date Care Began:

SECTION III: CHILDREN TO BE REMOVED FROM LEDGER/LIST OF AUTHORIZATIONS

Child Name:

Parent Name:

Date Care Began:

SECTION IV: CHILDREN WITH INCORRECT REIMBURSEMENT RATES

Child Name:

Current Rate:

Corrected Rate:

SECTION V: CHILDREN WITH INCORRECT CARE STATUS (FT VS FT/PT)

Child Name:

Current Rate

Corrected Rate:

SECTION VI: OTHER CORRECTIONS NEEDED

Child Name:

Correction Request:

Signature of Authorized Representative

Date

